



INDIAN CLUB LICENSING REGULATIONS

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PART ONE

Article 1: DEFINITIONS

Terms	Definition
Accounting policies	The specific principles, bases, conventions, rules and practices adopted by an entity in preparing and presenting its financial statements.
AFC	Asian Football Confederation.
AFC Club Competition	The AFC Champions League & the AFC Cup organized by the AFC and more specifically provided under 13 (D)
AFC Stadium Regulations	These regulations set out the minimum requirements for a Stadium to be eligible to host matches in AFC competitions.
AIFF	All India Football Federation.
Amortisation	The systematic allocation of the depreciable amount of an intangible asset over its useful life. For example, for the capitalised direct costs of acquiring a player’s registration, the useful life is the contract life.
Annual financial statements	A complete set of financial statements prepared as at the statutory closing date, normally including a balance sheet, profit and loss account, a statement of cash flows and those notes, other statements and explanatory material that are an integral part of the financial statements.
Associate	An entity, including an unincorporated entity such as a partnership, over which the investor has significant influence and that is neither a subsidiary nor an interest in a joint venture.
Audit	<p>The objective of an audit of financial statements is to enable the auditor to express an opinion whether the financial statements are prepared, in all material respects, in accordance with an identified financial reporting framework. The phrases used to express the auditor’s opinion are “give a true and fair view” or “present fairly, in all material respects”, which are equivalent terms. A similar objective applies to the audit of financial or other information prepared in accordance with appropriate criteria.</p> <p>In an audit engagement, the auditor provides a high but not absolute, level of assurance that the information subject to audit is free of material misstatement. This is expressed</p>

	<p>positively in the audit report as reasonable assurance.</p> <p>The term “Audited” shall be interpreted accordingly.</p>
Budget	The schedules containing an entity’s future financial information, based on management’s assumptions about events that may occur in the future and possible actions by an entity.
Cash and cash equivalents	Cash comprises cash on hand and demand deposits. Cash equivalents are short term, highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.
Consolidated financial statement(s)	Financial statements of a Group presented as those of a single economic entity.
Club Licensing Administration System (CLAS)	. The IT system developed by the AFC for the purpose of gathering information from Licence Applicants / Licensees and for sharing information with Licensors concerning their affiliated clubs, within the scope of the implementation, assessment and enforcement of these regulations.
Club Licensing Application Pack (CLAP)	The document sent to the Licence Applicant by the Licensing Administration containing Club Licensing Agreement, the Club Licensing Regulations and the Core Process Timeline.
Control	<p>The power to govern the financial and operating policies of an entity so as to obtain benefits from its activities. Control may be gained by share ownership, statutes or agreement.</p> <p>Control shall also include the right to appoint majority of the directors or to control the management or policy decisions exercisable by a person or persons acting individually or in concert, directly or indirectly, including by virtue of their shareholding or management rights or shareholders agreements or voting agreements or in any other manner.</p> <p>The terms “Controlled” and “Controlling” shall be interpreted accordingly.</p>
Core Process	The Core Process shall be defined as the procedure provided under Article 12.
Core Process Timeline	The timeline for the entire Core Process
Club Licensing criteria	The requirements applicable to the grant of Licenses to Licence Applicants, as set out in these regulations, which are divided into five categories (sporting, infrastructure,

	personnel and administrative, legal and financial), with each category being split into three grades: A, B, C
Depreciable amount	The cost of an asset, or other amount substituted for cost, less its residual value. Residual value is the estimated amount that an entity would currently obtain from disposal of the asset, after deducting the estimated costs of disposal, if the asset were already of the age and in the condition expected at the end of its useful economic life.
Direct costs of acquiring a player's registration	Those payments to third parties for the acquisition of a player's registration, excluding any internal development or other costs. Costs to include: <ul style="list-style-type: none"> a) transfer fee payable for securing the registration; b) transfer fee levy (if applicable); and c) other direct costs of obtaining the player's registration (e.g. payments to agents for services to the club, legal fees, compensation payments for training and development of young players in accordance with FIFA and/or domestic transfer regulations and other direct costs in connection with the transfer).
Employee benefits	All forms of consideration given by an entity in exchange for service rendered by employees. For the avoidance of any doubts, employees shall also include players, technical and administrative staff and any other persons with an employment contract.
Event or condition of major economic importance	An event or condition is of major economic importance if it is considered material to the financial statements of the reporting entity and would require a different (adverse) presentation of the results of the operations, financial position and net assets of the reporting entity if it had occurred during the preceding financial year of interim period.
Exemption	Letter confirming grant of Exemption to a Licence Applicant against an application made for the same by the Licence Applicant under Article 7.A of these regulations to participate in National Club Competitions.
Exemption holder	Licence Applicant which has been granted with an Exemption to participate in National Club Competitions, by the Licensor.
Final Date	The final deadline date for the Licence Applicant to comply with all the requirements if there are documents or entry that requires follow up or resubmission due to rejection of documents or entry in AFC CLAS

Financial year	The financial reporting period ending on the statutory closing date, whether this is a year or not, and which is not an interim period.
First Team	All registered players of a Licence Applicant for National Club Competitions and AFC Club Competitions
Future financial information	Information about the prospective financial effects of future events and possible actions on the entity concerned.
Going concern	The ‘going concern’ concept, or assumption, is an accountancy term that describes an entity which can continue operating without the significant threat of liquidation, and which can therefore continue in operation for the foreseeable future. A Reporting Entity is normally viewed as a Going Concern. It is assumed that the Reporting Entity has neither the intention nor the necessity of liquidation, ceasing trading nor seeking protection from creditors pursuant to laws or regulations.
Group	A parent and all its subsidiaries.
Historic financial information	Information about the financial effects of past events on the entity concerned. Historic financial information is in respect of the financial performance and position prior to the licensing decision.
Independent auditor	An auditor who is independent of the entity, in compliance with the relevant Indian Laws. The term ‘auditor’ may also be used when describing related services or assurance engagements other than audits.
Indian Club Licensing Regulations (ICLR) Edn. 2021	The guidelines of the ICLR provide the Licensor and Licence Applicants an understanding into the reasons behind the Club Licensing criteria as well as a standard interpretation of the criteria and assessment process. In relation to the financial criteria in the regulations also provides details on mandatory and minimum requirements.
Indian Club Licensing System (ICLS)	The entire system of the AIFF’s club licensing process.
Intangible asset	An identifiable non-monetary asset without physical substance, such as the registration of a player.
Interim financial statements	A financial report containing either a complete set of financial statements or a set of condensed financial statements for an interim period.
Interim period	A financial reporting period shorter than a full financial year.
International Financial Reporting Standards	Standards and Interpretations adopted by the International Accounting Standards Board (IASB). They comprise:

("IFRS")	<ul style="list-style-type: none"> a) International Financial Reporting Standards; b) International Accounting Standards; and c) Interpretations originated by the International Financial Reporting Interpretations Committee (IFRIC) or the former Standing Interpretations Committee (SIC).
Joint venture	A contractual arrangement whereby two or more parties (the venturers) undertake an economic activity that is subject to joint control.
Licence	Certificate granted by the Licensor confirming fulfilment of all mandatory minimum requirements by the License Applicant as part of the admission procedure for entering the AFC Club Competitions and/or National Club Competitions.
Licence Applicant	Legal entity fully and solely responsible for the football team participating in national and international club competitions which are eligible to apply for a Licence and as more specifically provided under Article 13.
Licensee	Licence Applicant which has been granted with a Licence (ICLS Premier 1 or ICLS Premier 2) by the Licensor.
Licensing Administration	Body or staff within the Licensor that deals with club licensing matters.
Licensing Manager	The person who heads the Licensing Administration.
Licensing season	Season for which a Licence and/or Exemption has been granted to the License Applicant/Exemption holder. It starts the day following the deadline for submission of the list of licensing decision by the Licensor to the AFC and last until the same deadline next year.
Licensing process	Process in which a Licence is granted in accordance with these regulations.
Licensor	All India Football Federation (AIFF) is the body that operates the Indian Club licensing system and grants the Licence and/or Exemption in accordance with these regulations.
List of licensing decisions	The list submitted by the Licensor to the AFC containing, among other things, information about the Licence Applicants that have undergone the licensing process and been granted or refused a Licence by the national decision-making bodies in the format established and communicated by the AFC General Secretariat.
Management (personnel)	Describes those responsible for the preparation and fair representation of the financial statements and other

	financial information. Other terms may be appropriate depending on the legal framework in the particular jurisdiction. For example, in some jurisdictions, the appropriate reference may be ‘to those charged with governance’ (for example, the directors).
Material or Materiality	Omissions or misstatements of items or information are material if they could, individually or collectively, influence the decisions of users taken on the basis of the financial information submitted by the License Applicant/Licensee/Exemption holder. Materiality depends on the size and nature of the omission or misstatement judged in the surrounding circumstances or context. The size or nature of the item or information, or a combination of both, could be the determining factor.
National Club Competitions	It shall mean I – League, Indian Super League and Super Cup competitions organized/recognised by the AIFF.
Parent	An entity that has one or more subsidiaries.
Recoverable amount	The higher of an asset’s fair value less costs to sell and its value in use. ‘Fair value less costs to sell’ is the amount obtainable from the sale of an asset in an arm’s length transaction between knowledgeable, willing parties, less the costs of disposal. ‘Value in use’ is the present value of future cash flows expected to be derived from the asset.
Registered member	Any legal entity according to national law and/or AIFF statutes, which is member of the AIFF and/or its affiliated league.
Related party	A party is related to an entity if : <ul style="list-style-type: none"> a) Directly, or indirectly through one or more intermediaries, the party: <ul style="list-style-type: none"> i) controls, is controlled by, or is under common control with the entity (this includes parents, subsidiaries and fellow subsidiaries); ii) has an interest in the entity that gives it significant influence over the entity; or iii) has joint control over the entity; b) the party is an associate of the entity; c) the party is a joint venture in which the entity is a venturer; d) the party is a member of the key management personnel of the entity or its parent; e) the party is a close member of the family of any individual referred to in (a) or (d); f) the party is an entity that is controlled, jointly

	<p>controlled or significantly influenced by, or for which significant voting power in such entity resides with, directly or indirectly, any individual referred to in (d) or (e); or</p> <p>g) the party is a post-employment benefit plan for the benefit of employees of the entity, or of any entity that is a related party of the entity.</p>
Reporting entity/entities	A Registered Member and/or football company or Group of entities or some other combination of entities which is included in the reporting perimeter and which must provide the Licensor with information for club licensing purposes.
Review	<p>The objective of an engagement to review financial information is to enable an auditor to express a conclusion whether, on the basis of the review, anything has come to the auditor’s attention that causes the auditor to believe that the financial information is not prepared, in all material respects, in accordance with an identified financial reporting framework.</p> <p>A review, in contrast to an audit, is not designed to obtain reasonable assurance that the financial information is free from material misstatement. A review consists of making inquiries, primarily of persons responsible for financial and accounting matters, and applying analytical and other review procedures. A review may bring significant matters affecting the financial information to the auditor’s attention, but it does not provide the evidence that would be required for an audit.</p>
Significant change	An event that is considered material to the documentation previously submitted to the Licensor and that would require a different presentation if it had occurred prior to the submission of the licensing documentation.
Significant influence	Ability to influence but not control financial and operating policy decision-making. Significant Influence may be gained by share ownership, statute or agreement. For the avoidance of doubt, a party or in aggregate parties with the same ultimate controlling party (excluding AFC, an AFC Member Association and an affiliated league) is deemed to have Significant Influence if it provides within a reporting period an amount equivalent to thirty percent (30%) or more of the Licensee / Exemption Holder’s total revenue.
Stadium	The venue for a competition match including, but not limited to, all surrounding properties and facilities (for example, offices, hospitality areas, press centres and

	accreditation centres).
Statutory closing date	The annual accounting reference date of the reporting entity.
Submission Date	The deadline date for the Licence Applicant to submit all the required document and entries in AFC CLAS.
Subsequent events	Events or conditions occurring after the licensing decision.
Subsidiary	An entity, including an unincorporated entity such as a partnership that is controlled by another entity (known as the parent).
Supplementary information	Financial information to be submitted to the Licensor in addition to the financial statements if the minimum requirements for disclosure and accounting are not met. The supplementary information must be prepared on a basis of accounting, and accounting policies, consistent with the financial statements. Financial information must be extracted from sources consistent with those used for the preparation of the annual financial statements. Where appropriate, disclosures in the supplementary information must agree with, or be reconciled to, the relevant disclosures in the financial statements
Training facilities	The venue(s) at which a club's registered players undertake football training and/or youth development activities on a regular basis.
<p>For the purposes of these regulations, and provided the context so permits:</p> <ul style="list-style-type: none"> a) the singular shall include the plural and vice-versa; b) the masculine gender shall include the feminine and vice-versa; c) references to natural persons shall include any legal person or corporation; and d) all defined terms, unless otherwise stated herein, shall bear the same meaning as ascribed to them in the AIFF/AFC Statutes. 	

Article 2 : INTRODUCTION - INDIAN CLUB LICENSING SYSTEM

The “*Indian Club Licensing Regulations*” (ICLR) is the AIFF regulations which incorporates the AFC minimum requirements of club licensing. These regulations apply whenever expressly referred to in specific regulations and other rules governing club competitions to be played under the auspices of the AFC (AFC Club Competitions) and the AIFF (National Club Competitions).

Licence Applicants that do not apply for a Licence or submit the Club Licensing Agreement timely in accordance with these regulations or do not receive a Licence or do not receive an Exemption, shall not participate in AFC and/or National Club Competitions. For avoidance of any doubts, the Indian Arrows are exempted from these regulations.

ICLR governs the rights, duties and responsibilities of all parties involved in the Indian Club Licensing System and define in particular:

1. the minimum requirements to be fulfilled by AIFF in order to act as a Licensor, as well as the procedures to be followed by the Licensor in the assessment of the club licensing criteria;
2. the Licence Applicant and the Licence required to enter the AFC and National Club Competitions
3. the minimum sporting, infrastructure, personnel and administrative, legal and financial criteria to be fulfilled by a Licence Applicant in order to be granted a Licence by the Licensor as part of the admission procedure to enter the National and AFC Club Competitions.

Article 3: OBJECTIVES OF THE INDIAN CLUB LICENSING SYSTEM

The Indian Club Licensing System has the following objectives:

- a) safeguarding the credibility and integrity of continental and national club competitions;
- b) allowing the development of benchmarking of clubs in sporting, infrastructure, personnel and administrative, legal and financial related criteria throughout India;
- c) to promote continuous improvement of the standard of all aspects of football in India and to give continued priority to the training and care of young players in each club;
- d) to improve the quality of management and organisation within the clubs;

- e) improvement of the financial capability of the clubs, increasing their transparency and credibility, and placing the necessary importance on the protection of creditors and to ensure that clubs settle their liabilities with employees, social/tax authorities and other clubs punctually; and
- f) improvement of clubs' sporting infrastructure to provide the various stakeholders with well-equipped and safe stadiums and facilities

Article 4 : Deleted

Article 5 : LEGAL BASIS

The Licensor has the jurisdiction to govern the Licensing system in India by virtue of the AIFF rules.

Article 6 : CLUB LICENSING CRITERIA

The criteria which the Licence Applicant must comply with in order to obtain the Licence are divided into 5 categories:

- Sporting criteria;
- Infrastructure criteria;
- Personnel and Administrative criteria;
- Legal criteria;
- Financial criteria.

Article 7: CLUB LICENSING CRITERIA GRADATION

The criteria described in these regulations are minimum requirements. The criteria in the regulations have been graded into A, B and C

- (A) **“A”- Club Licensing Criteria – “MANDATORY”:**
If the Licence Applicant does not fulfill any A-criteria, then it shall not be granted a Licence to enter the National and/or AFC club competitions.

Provided that on an application by a Licence Applicant that has undergone licensing process but failed, can seek an Exemption, to participate in National Club competitions, within 7 working days from the date the decision was communicated to the Licence Applicant. The Club Licensing Decision-Making Bodies may at its discretion grant Exemption, to participate in National Club competitions with sanctions as provided in Article 9 of the ICLR, to the Licence Applicant.

- (B) **“B” – Club Licensing Criteria – “MANDATORY”:**
If the Licence Applicant does not fulfil any B-criteria, then it shall be sanctioned as specified by the Licensor but may still receive a Licence to enter the National and/or AFC Club Competitions.
- (C) **“C”- Club Licensing Criteria – “BEST PRACTICE”:**
C-criteria are best practice recommendations. Non-fulfilment of any C-criteria does not lead to any sanction or to the refusal of the Licence.
Certain C-criteria *may* become “MANDATORY” criteria at a later stage.

Article 8: EXCEPTIONS POLICY

The AFC may grant an exception to any provisions in these regulations as set out in Annex 1.

Article 9: LICENSING SANCTIONS

The following sanctions may be set by the Club Licensing Committee (First Instance Body) and/or Club Licensing Appeals Body for breaches of these regulations (such as submission of falsified documents, non-respect of deadlines, failure to cooperate with the Club licensing Committee or the Licensing Administration in any way), failure to fulfill “B” criteria requirements of the ICLR or Exemption fines* against non-fulfillment of "A" Club Licensing criteria of these regulations

- a) Caution
- b) Extended deadline to fulfill criteria
- c) Obligation to fulfill criteria by certain deadline

- d) Fine*
- e) Reporting of issues to appropriate bodies within AIFF
- f) Obligation to submit guarantees
- g) Withhold grants/ prize money
- h) Seek more financial details
- i) Licence review
- j) Licence withdrawal

NOTE: This list is not exhaustive, AIFF Disciplinary Code will be taken into consideration.

Details of the grant of Exemption and sanctions imposed towards such grant of exemption is provided in Appendix A of these regulations.

Article 10 : COMPLIANCE AUDITS

1. Compliance Audits by AFC

AFC and/or its nominated bodies/agencies reserve, at any time, the right to conduct compliance audits of the Licensor and/or Licence Applicant/ Licensee.

Compliance audits aim to ensure that the Licensor, as well as the Licence Applicant/Licensee, have fulfilled their obligations as defined in these regulations and that the Licence was correctly awarded at the time of the final decision of the Licensor. Non-cooperation of the Licensor or the Licensee to execute a compliance audit shall be referred to the AFC judicial bodies for appropriate action.

The non-observance of the minimum mandatory requirements as defined in these regulations accredited by AFC may result in sanctions defined by the appropriate AFC body according to the nature and the gravity of the violations.

In the event of any discrepancy between these regulations and the AFC Club Licensing Regulations, the AFC Club Licensing Regulations shall be authoritative.

2. Compliance Audits by AIFF

AIFF through its Licensing Manager and/or nominated bodies/agencies reserves the right, at any time, to conduct compliance audits to verify that the minimum requirements defined in these regulations are fully complied with by the Licence

Applicant. The non-observance of the minimum mandatory requirements may result in sanctions defined by the appropriate AIFF body according to the nature and the gravity of the violations.

PART TWO

Article 11: LICENSOR

11.1. Responsibilities

The All India Football Federation is the Licensor in the Republic of India. The Licensor governs the Licensing System using the Club Licensing Administration System (CLAS), appoints the corresponding Licensing Bodies and controls the Licensing Core Process.

11.2. Decision Making Bodies

The Licensor shall establish two decision-making bodies, namely:

- Club Licensing Committee (First Instance Body); and
- Club Licensing Appeals Body.

These decision-making bodies must be independent of each other and the Licensor. Both shall receive administrative support from the AIFF.

These decision-making bodies will decide whether Licences should be issued to the Licence Applicants or not in accordance with the provisions of these regulations and have the power to issue a variety of sanctions as described in Article 9.

11.2.1 Club Licensing Committee (First Instance Body)

In relation to the powers, duties and operations of the First Instance Body, the following rules will apply:

Operations and Duties:

- The Club Licensing Committee will operate as the first instance body and decide whether the ICLS Premier 1 Licence or ICLS Premier 2 Licence should be granted or not to an applicant under this regulations.

- Members of the First Instance Body (FIB) must act impartially in the discharge of their duties. The separation of the FIB and the Club Licensing Appeals body must be guaranteed.
- Membership of the FIB is governed under section 11.2.3 of these regulations.
- Members must treat each separate application equally.

Powers:

- The FIB decides on whether a Licence should be granted to a Licence Applicant on the basis of the documents and information submitted on or before the Final Date of document and information submission set by the Licensor, through the AFC CLAS. The decision of the First Instance Body will be given after considering the licensing report submitted by the Licensing Administration on the basis of reports of the Group of Experts, to the FIB which must be in accordance with the provisions of these regulations.
- In the case of a Licence refusal by the FIB, the decision must be put in writing and include the reasoning.
- The FIB has the power to seek clarification, and to request further documentation and information in relation to any submission. The FIB can request the Licensing Administration to provide any further evidence or explanations on behalf of the Licence Applicant only prior to the meeting to decide on the application. Any such requests are at the discretion (with reasons for the same in writing) of the FIB. Licence Applicants are reminded that the FIB will only seek such clarifications in relation to submissions made on or before the Final Date. This power should not be taken to extend the Final Date of submissions in any way.
- The FIB has the power to decide what sanctions (if any) should be imposed on the Licence Applicants that fail to fulfill Grade “B” Club Licensing criteria.
- Each member of the committee will have one vote. The chairperson of the committee will also have his/her own vote.
- In the event of the FIB unable to reach a majority vote on any matter, the chairperson of the committee has the casting vote in addition to his/her first vote.
- The FIB has the power to withdraw any Exemption / Licence and/or apply any sanction (as per Article 9 of these regulations) upon the application of the Licensing Manager during a season if the Licensee / Exemption holder:
 1. No longer satisfies any single criteria for issuing the Licence;
 2. Violates any of its obligations, duties, confirmations or undertakings under this regulations, Club Licensing Agreement or confidentiality policy;
 3. Is involved in a bankruptcy, or liquidation process or is struck off the Public Register

The withdrawal of an Exemption / Licence or imposition of a sanction is not mandatory and the FIB will have discretion to exercise this power or not.

- The FIB will not have the authority to define the composition/structure of the divisions of the National Club Competitions nor define the functioning of the Licensing Administration or Club Licensing Manager.
- The FIB will be the primary authority to decide upon applications/requests received for “Exemption” (*to participate in National Club competitions*), made by Licence Applicant/(s) under Article 7.A of these regulations. The FIB at their discretion (with reasons for the same in writing) will decide whether to grant the Exemption or not to the Licence Applicant/(s). Should the FIB decide to grant the said “Exemption” to the Licence Applicant/(s), the FIB will have the right to impose Sanctions as per the regulatory provisions provided in Article 9 of the ICLR, on the Licence Applicant/(s)

11.2.2 Club Licensing Appeals Body

In relation to the powers, duties and operations of the Club Licensing Appeals Body (CLAB), the following rules will apply:

Operations and Duties:

- The CLAB decides on all appeals taken by the Licence Applicant against decisions of the FIB. The decision must be in writing and include the reasoning.
- Appeals can only be lodged by :
 - a) A Licence Applicant whose application for ICLS Premier 1 or ICLS Premier 2 Licence has been rejected by the First Instance Body; or
 - b) A Licence Applicant whose application for ICLS Premier 1 or ICLS Premier 2 Licence has been accepted and the relevant Licence has been granted by the FIB but with sanctions for failing to meet “B” Club Licensing criteria requirement/(s); or
 - c) A Licensee whose Licence has been withdrawn by the FIB; or
 - d) The Licensing Manager on behalf of the Licensor; or
 - e) A Licence Applicant who has not been granted an “Exemption” by the FIB after submitting an application for the same as specified under the regulatory provisions of ICLR. It is clarified that in this scenario the concerned Licence Applicant will be eligible to file an appeal only for consideration on the issue of whether the “Exemption” sought for should be granted or not; or
 - f) A Licence Applicant who has been granted “Exemption” by the First Instance Body but has been fined more than Rs 5,00,000 (Five Lacs INR) for each criteria. It is clarified that in this scenario the concerned

Licence Applicant will be eligible to file an appeal only for consideration on the quantum of fines imposed for different criteria. It is further clarified that the concerned Licence Applicant will be eligible to appeal only for those criteria where the fine imposed is greater than Rs 5,00,000 (Five Lacs INR); or

g) An Exemption holder whose Exemption (to participate in National Club Competitions) has been withdrawn by the FIB; \

- A written request for appeal must be made by the set deadline.
- The CLAB will only review decisions made by the FIB and will not rehear the case or review any new evidence that has not been submitted before the Final Date of submissions.
- Each member of the Appeals Body will have one vote. The chairperson of the committee will also have his/her own vote
- In the event of the CLAB being unable to reach a majority vote on any matter, the chairperson of the Appeals Body has the casting vote in addition to his first vote.
- Members of the CLAB must act impartially in the discharge of their duties. The separation of the FIB and the CLAB must be guaranteed.
- Membership of the CLAB is governed under *section* 11.2.3 of these regulations.
- Members must treat each separate application section equally.

Powers:

- The CLAB has the power to make a final binding decision on whether a Licence should be issued or not and what sanctions, if any, should be imposed on the Licence Applicant.
- In the event of the Appeals Body being unable to reach a majority vote on any matters within its remit, the Chairperson for the time being will have the power to make a final binding determination. The full powers and sanctions available to the Appeals Body under these rules will be fully within the power of the Chairperson in these circumstances.
- The CLAB has the power to request for clarification on any issue from the Licensing Administration. Any such requests are at the discretion of the CLAB.
- The CLAB has the power to review all decisions of the FIB (FIB) and to affirm, reject, vary or replace decisions and/or sanctions issued by the FIB.
- The CLAB will not have the authority to define the makeup of the divisions of the national club competitions or the Licensing Administration.
- For cases where an “Exemption” has not been granted by the FIB (FIB) to a Licence Applicant, the CLAB, on the basis of an appeal by the Licence

Applicant against the FIB’s decision to not grant the “Exemption”, can adjudicate the matter only on the issue of whether the “Exemption” should be granted or not. Should the CLAB decide to grant an “Exemption” to the Licence Applicant, then they will have the right to impose sanctions as mentioned in Article 9 of the ICLR

- For cases where an “Exemption” has been granted by the FIB (FIB) to a Licence Applicant but has been imposed with a fine of more than Rs 5,00,000 (Five Lacs INR) for a criteria, the CLAB can hear the case and decide whether or not to reduce the fined amount. Under no circumstance can the reduced fine be less than the minimum prescribed fine for an “A” Club Licensing criteria i.e. less than Rs 1,00,000 (One Lac INR)

11.2.3 Membership of the decision-making bodies

In relation to the membership to the FIB and the CLAB, the following rules will apply:

- The Club Licensing Committee –(FIB) shall have a panel of 5 members and a quorum of 3 members.
- The CLAB shall have a panel of 5 members and a quorum of 3 members
- Each quorum must have among its members at least one qualified lawyer and an auditor holding a qualification recognized by the appropriate national professional body among their members. The chairperson of the CLAB may be a professionally qualified lawyer.
- The Executive Committee of the AIFF will appoint the Chairpersons and other members of each body.
- Members of the FIB and CLAB will serve for an initial term of 4 years. Each member will be eligible to be re- appointed.
- If a vacancy occurs on the FIB or the CLAB, AIFF shall appoint a replacement for the remaining term of office with the approval of the AIFF president. A delay in filling such a vacancy will not prevent either body from continuing with its duties.
- Members of the FIB and the CLAB must not belong simultaneously to a statutory judicial body of the Licensor.
- Members of the FIB and the CLAB must not belong simultaneously to the executive body of the AIFF or its affiliated league.
- Members of the FIB and the CLAB must not act simultaneously as licensing Manager.
- Administrative staff of AIFF, I – League or Indian Super League cannot be members of the CLAB.
- Members of FIB and the CLAB must not belong simultaneously to the management personnel of an affiliated club.

- Members of the decision-making bodies must follow strict confidentiality rules. AIFF will decide on these rules and the members have to accept them in writing.
- A member must in all cases automatically abstain if there is any doubt as to his independence towards the Licence Applicant or if there is a conflict of interest. In this connection, the independence of a member may not be guaranteed if he or any member of his family (spouse, children, parents, siblings) is associated with the Licence Applicant in any of the following ways:
 - Member
 - Shareholder
 - Business partner
 - Director
 - Employee
 - Sponsor
 - Consultant, etc. of the Licence Applicant.

This list is not exhaustive.

- Members of the decision-making bodies must act impartially in the discharge of their duties. The separation of powers between the FIB and CLAB must be guaranteed.

11.2.4 Court of Arbitration for Sport

Any party aggrieved of the decision of CLAB may approach Court of Arbitration for Sport in Lausanne, Switzerland as the final appellate authority and its decision shall be final. Such appeal shall be referred to a sole arbitrator appointed in accordance with the Procedural Rules (Code) of CAS.

11.3. Licensing Administration

In relation to the powers, duties, and operations of the Licensing Administration, the following rules will apply:

Operations and Duties:

- The AIFF will establish an appropriately resourced and equipped Licensing Administration, including appointing a Licensing Manager who is responsible for managing the Licensing Administration.

- The Licensing Administration will be led and coordinated by the Club Licensing Manager. The licensing administration will work with a Group of experts in their fields for specific types of criteria. The department will also employ administrative or support staff as necessary.
- All Licensing Administration employees must be independent from Licence Applicants. The independence of any staff member may not be guaranteed if this person, or any member of their family, is associated with the Licence Applicant in any of the following ways:
 - Member;
 - Shareholder;
 - Business partner;
 - Consultant;
 - Director;
 - Employee, etc.

If an employee is deemed not to be independent of a Licence Applicant, this person must not be involved in any assessing, auditing, recommending or reporting of that Licence Applicant.

Powers and Tasks:

The tasks of the Licensing Administration (LA) include: -

- a) preparing, implementing and further developing the Club Licensing System;
- b) access and administer the AFC CLAS (Club Licensing Administration System);
- c) provide training and support to the Licence Applicants and decision-making bodies in using AFC CLAS;
- d) providing administrative support to the decision-making bodies;
- e) assisting, advising and monitoring the Licensee(s) / Exemption holder(s) during the season;
- f) informing the AFC of any event occurring after the licensing decision that constitutes a significant change to the information previously submitted to the Licensor;

- g) serving as the contact point for and sharing expertise with the licensing departments of other AFC member associations and with the AFC itself.
- h) Conducting assessments and audits to verify whether Licence Applicants have fulfilled quality standards according to the criteria described in these regulations.
- i) At least one staff member or an external adviser must have a financial background and a diploma in accountancy/auditing, recognised by the national body

The Licensing Administration will report to the Club Licensing Committee – FIB (FIB) any cases where a Licence Applicant fails to maintain the conditions for the issuance of a Licence. The Licensing Administration may delegate responsibilities for aspects of monitoring Licensee(s) / Exemption holder(s), to the Group of experts.

The Licensing Administration will have the power to seek clarification, further documentation and information from the Licence Applicants and can ask the Licence Applicants to provide any further evidence or explanations on behalf of the Licence Applicant. Any requests are at the discretion of the Club Licensing Manager.

The Licensing Administration along with the Group of experts, will have the power to carry out spot checks on the Licence Applicants by attending the Licence Applicants office or grounds without prior notice and shall be entitled to examine all documentation relating to licensing and to carry out checks on any aspect of Club Licensing Requirements.

The Club Licensing Manager will determine the timetable for the club licensing core process on an annual basis, taking into consideration the start date of the National club competitions and the deadlines set by the AFC for admission to AFC Club Competitions.

The Licensing Manager will have the power to make the recommendations to the Club Licensing Decision-Making Bodies on any matter pertaining to the issuance of a Licence, sanctions and withdrawal of Licence or other related licensing matters.

The Licensing Administration will have the right to attend meetings of the FIB and the CLAB. The role is critical so as to facilitate and provide administrative support to these bodies and will have no voting rights.

11.4. Equal Treatment and Confidentiality

The Licensor shall ensure equal treatment of all Licence Applicants during the core process.

The Licensor guarantees the Licence Applicant / Licensee / Exemption holder full confidentiality as regards to all non-public information disclosed during the Licensing Core Process. In this regard:

- Members of the Club Licensing Committee – First Instance Body (FIB), the CLAB, Licensing Administration and any other individual engaged by the Licensor in the licensing process must agree to complete confidentiality before starting his or her task.
- Data regarding the infrastructure will be shared with the AIFF to facilitate match delegates in completing their reports and for Health and Safety reasons.
- Any decision of the Club Licensing Committee or CLAB may be communicated to the media.

Article 12: The Core Process

12.1 Introduction

The Core Process describes the procedure to be followed by the Licensor in order to control the issuance of a Licence to the Licence Applicant. The emphasis of the Core Process is for Licence Applicants to perform self-assessment and for the Licensor and AFC to verify that quality standards have been fulfilled according to the criteria described in these regulations. The Core Process has been broken up into three parts for clarity;

- **Application Steps** – Covers the procedure for the Licence application stage and lead up to the decision-making process.
- **Decision Steps** – Details the decision-making process including any possible appeals.
- **Compliance steps** – Highlights how compliance will be monitored throughout the period of the Licence.

12.2 Objectives

The objectives of the core process are as follows:

- Help the Licensor to establish an appropriate and efficient licensing process according to the needs of the AFC and the AIFF;
- To agree on the main requirements that the Licensor has to comply with for the issuance of a Licence necessary for entering the AFC and National club competitions;

- To ensure equal and transparent treatment and that the granting of a Licence is made by an independent body;
- To ensure that the decision- making bodies receive adequate support from the Licensing Administration;
- To ensure that Licence Applicants and decision-making bodies are supplied with all the necessary information and documentation in a timely and accurate manner.

12.3 Core Steps

The core steps are the minimum requirements defined by the core process. The chronological order of the core steps are described below and summarized in the Core Process Timeline.

Application Steps

1. The Licensing Administration produces a Club Licensing Application Pack (CLAP). This will include Club Licensing Agreement, the Club Licensing Regulations and the Core Process Timeline
2. The licensing procedure shall not be applicable to the clubs who have joined the I-League 2021-22 by way of qualifying from the I-League Qualifier 2021. However, the clubs have to fulfill all the mandatory criteria in these regulations during the 2021-22 season in order to get a compliance report to apply for the relevant Licences in the 2022-23 season.
3. The Licensing Administration sends the CLAP to the eligible Licence Applicants i.e., existing clubs who participated in the I-League OR Indian Super League, season 2020-21.

After the Licensing Administration issues the CLAP to the Licence Applicants, any Licence Applicant which does not receive the CLAP, may approach the Club Licensing Manager along with the proof of participation in I – League or Indian Super League in season 2020-21 to demonstrate its eligibility to receive CLAP, for its issuance within 5 (five) business days of dispatch of the CLAP to the other Licence Applicants. If the Club Licensing Manager finds such applicant an eligible Licence Applicant, then the Club Licensing Manager will issue the CLAP, however, if the Club Licensing Manager does not find such applicant eligible, then the Club Licensing Manager shall intimate such applicant in writing about its decision within 7 (seven) days of the receipt of the application. If such applicant is aggrieved by the decision of the Club Licensing Manager, then such applicant may apply to the AIFF Appeals Committee within 5 (five) days from the date of the

communication of the Club Licensing Manager's decision and the decision by AIFF Appeals Committee on whether an applicant is eligible Licence Applicant or not, shall be final and binding on the applicant as well as the Licensor.

4. The Licence Applicant will be requested to acknowledge receipt of the CLAP and send the Club Licensing Agreement, duly signed and sealed by an authorized signatory duly authorised by such number of shareholders/members who hold 51% or more of the shares and control of the Licence Applicant (applicable in case of a company), or control of the Licence Applicant (applicable in case of a trust, society or partnership), for the Licence Applicant, in 2 original copies within the stipulated deadline (as per the Core Process Timeline) to the Licensing Administration. If the Licensing Applicant fails to submit the Club Licensing Agreement within the stipulated deadline to the Licensing Administration, such Licence Applicant shall not be eligible to participate in the licensing procedure for grant of a Licence for the season 2021-22.
5. In the event of non – receipt of the Club Licensing Agreement by the Licensing Administration within the stipulated timeline from the Licence Applicants, the Licensing Administration will intimate the names of such Licence Applicants to the Executive Committee of AIFF. The Executive Committee in its meeting may, in its sole discretion, decide to extend the timeline to submit the Club Licensing Agreement or not for such applicants.
6. On receipt of the Club Licensing Agreement, the Licensing Administration will grant the Licence Applicant with access to relevant Licence applications on AFC CLAS.
7. The Licence Applicants must submit the required documents for each criterion as necessary in the AFC CLAS (refer annexed User Manual of AFC CLAS to understand the system of online submission). The applicants must complete the submission of documents through AFC CLAS on or before the Submission Date (as mentioned in annexed Core Process Timeline). The Submission Date must be strictly adhered to.
8. Any supporting documentation for any criterion must be included with the submission made to the Licensor through the AFC CLAS. All supporting documentation must be received on or before the Submission Date.
9. If a Licence Applicant is experiencing difficulty in obtaining documentation or information from any third party (e.g. accountant, auditor, and lawyer), the Licence Applicant can make a written request for an extension of the submission date with providing proof of such delay to the Licensing Manager. The proof required will consist of evidence by way of correspondence that the information was requested

by the Licence Applicant in sufficient time or an explanatory letter by the third party setting out the reasons for the delay. It is entirely a matter for the Licensing Manager to decide whether or not to agree to such an extension based on the proof provided.

10. The Licensing Administration checks whether the documents submitted by the Licence Applicant are complete and are received through AFC CLAS on or before the Submission Date.
11. Decision: Two alternatives step 12 or Step (A)
12. If the documents are complete and sent within the set deadline, the Licensing Administration sorts the information received, records it and forwards it to the appointed experts in their fields. Each expert will have responsibilities for specific types of criteria.
13. Having received the applicants' documents from the Licensing Administration, the experts review the documents; check the fulfilment of the criteria and then report back to the Licensing Administration within the agreed deadline through email/registered post. The reports have to be justified by giving a narration and evidence (if any, that the criterion has been fulfilled or not) which may have been performed during a site visit (if necessary).
14. Decisions: Two alternatives: step 15 or Step (A)
15. The Licensing Administration verifies that the reports of the experts are complete and returned within the agreed deadline. The Licensing Administration reviews the reports and the opinion of the experts.
16. The Licensing Administration assesses the applicant on the basis of the reports of the experts, so that they may identify areas of concern that require further investigation.
17. The Licensing Administration will respond to the applicant, upon receiving the documents through AFC CLAS and reports of the experts, with an initial submission report. This report will detail any documentation which is still outstanding or needs further documentation. The required submissions must be made in AFC CLAS on or before the Final Date (as mentioned in the annexed Core Process Timeline). No document and/or information can be submitted post the Final Date and the final licensing report of the Licence Applicant will be prepared by the Licensing Administration based on the submissions received on or before the Final Date of submissions.
18. Decisions: Two alternatives: step 19 or Step (B)
19. The Licensing Administration prepares a report for the consideration of the FIB. This report will contain analysis of the documentation submitted, analysis of the reports received from the experts, records of contact with the officer of the Licence Applicant and any other additional reports. It will also include a recommendation by the Licensing Manager on whether to issue a Licence, issue a Licence with sanctions, refuse a Licence, or apply other sanctions as laid down in

Article 9. The Licensing Administration will send a copy of the report and a meeting notice to each member of the FIB at least five business days before their scheduled meeting.

Decision Steps

20. The FIB receives the report of the Licensing Administration, reviews it and, if necessary, asks the Licensing Administration to contact the officer of the Licence Applicant for further clarifications within a deadline; the burden of proof rests with the Licence Applicant. The FIB meets to decide on the Licence applications. The officer of the Licence Applicant or other specified officers of the Licence Applicant may also be invited to represent the applicant to provide any final evidence or explanations if requested by the FIB in advance. The FIB then makes its decision on whether to issue the Licence, issue the Licence with sanctions, refuse the Licence or apply any other sanctions as laid down in Article 9
21. Decisions: Two alternatives: step 22 or Step (D)
22. After a careful review of the Licence Applicants documents and the reports of the licensing administration, the decision making body issues the Licence. The issuance of the Licence is subject to the condition that the Licence Applicant fulfils all mandatory “A” criteria defined in the Indian Club Licensing Regulations. The issued Licence may or may not detail areas for further attention of the Licence Applicant.
23. Decisions: Two alternatives: step 24 or Step (E)
24. The Licensing Administration receives the report of the decision-making body. The Licensing Administration will communicate the decision to the Licence Applicant by email and/or registered post. On the basis of the decision made by the decision-making body, the Licensing Manager prepares the list of the successful applicants and sends it to AIFF and the AFC Administration.

Compliance Steps

25. After it has been issued a Licence or granted an Exemption, up until the expiry of the Licence or Exemption, the Licensee / Exemption

holder must promptly notify the Licensor in writing of any subsequent event, that it is aware of at any time, that may cast significant doubt upon the Licensee / Exemption holder's ability to continue as a Going Concern until at least the end of the season for which the Licence or Exemption has been granted.

26. If the Licensee / Exemption holder is in breach of one or more of the indicators, then the Licensee / Exemption holder must prepare and submit an updated version of the future financial information. The future financial information must be prepared, as a minimum, on a six-month basis.

(A) From step 11:

If the documents are not complete or if they are not sent within the Submission Date, the Licensing Manager contacts the Licence Applicant in order to agree on the next actions to be taken (eg: to request information, supporting documents, or a form that is missing). Under no circumstance, the timescale agreed to submit documents can be set for a date, later than the Final Date of document submission in AFC CLAS, which is mentioned in the annexed Core Process Timeline.

(B) From step 18:

If the licensing experts identify areas that require further information, he/she contacts the applicant to discuss any issue to obtain clarifications, and reaches a mutual agreement on the actions to be taken. If the Licensing Administration identifies areas that require further review (non-compliance with certain criteria, errors, lack of information, etc) they'll contact the applicant to discuss any concerns. The Licensing Administration may require further explanation or supporting documents or may decide to perform a site visit for the purpose of further investigation. If a site visit is planned, the licensing administration and/or the expert will meet with the applicant and address the problem area. They identify potential actions to be taken by the applicant to rectify these areas together with a timescale. Under no circumstance, the timescale agreed to submit documents and/or site visits, can be set for a date, later than the Final Date of document submission in AFC CLAS, which is mentioned in the annexed Core Process Timeline.

(C) Decision: Two alternatives:

- If the applicant agrees with the Licensing Administration on the actions to be taken and undertakes it, then go back to step 15.

- If the Licence Applicant does not agree with the Licensing Administration's report and refuses to deliver new information or to take the necessary actions, then go back to step 19.
- (D) After careful review of the applicant's documents and the report of the Licensing Administration, the Club Licensing Committee – FIB, refuses to grant a Licence or issues Licence with sanctions. The refusal and/or sanction details are provided to the applicant and is given the possibility of lodging an appeal with the CLAB.
- (E) The Licence Applicant or AIFF Club Licensing Manager can lodge an appeal against the decision of the FIB. Appeals against club licensing decisions must be sent by registered post and/or email to the AIFF Licensing Administration within seven (7) business days from when the FIB's decision was notified to the applicant. The CLAB is notified and the meeting date is set by agreement. The cost of an appeal for Licence Applicant is Rs. 100,000 (One Lac INR). If the decision of the CLAB is in the Licence Applicant's favor, then the money will be refunded.
- (F) The Licensing Administration prepares a report for consideration of the CLAB. This report will contain the letter of appeal from the Licence Applicant or AIFF Club Licensing Manager, the reasons for the decision of the Club Licensing Committee – FIB and any other information necessary for the appeal hearing.
- (G) The CLAB meets and considers the Licence Applicants appeal. They may require further information and/or supporting documentation from the Licensing Manager and/or the Licence Applicant. No new evidence can be submitted to the Appeals Body for review. However the appellants shall be granted an opportunity of being heard at the meeting.
- (H) Decision: Two alternatives: step (I).1 or to step (I).2
- (I) Decisions:-
1. After a careful review of the Licence Applicants documents and the reports of the licensing administration, the decision making body issues the Licence. The issuance of the Licence is subject to the condition that the Licence Applicant fulfills all mandatory "A" Club Licensing criteria defined in the Indian Club Licensing Regulations. The issued Licence may or may not detail areas for further attention of the Licence Applicant.

OR

2. After careful review of the Licence Application and report of the Licensing Administration, the CLAB refuses to issue a Club Licence or refuses to issue a Club Licence without sanctions.
- (J) The Licensing Administration receives the report of the decision-making body. The Licensing Administration will communicate the decision to the Licence Applicant or AIFF Club Licensing Manager by email and/or registered post. On the basis of the decision made by the decision-making body, the AIFF Club Licensing Manager prepares the list of the successful applicants (those who are granted with Licence or Licence with sanctions) and sends it to AIFF and the AFC Administration.

Article 13 : LICENCE APPLICANT AND LICENSEE

A. Definition

1. A Licence Applicant shall only be a football club, i.e. a legal entity fully responsible to exclusively run a football team participating in national and international competitions which either:
 - a) is a registered member of a duly affiliated member of the AIFF and are the existing clubs who participated in the I - League or Indian Super League season 2020-21, and have not been relegated to the 2nd Division League season 2021-22 owing to the sporting merit / performance in the I - League at the end of the I – League season 2020-21 (hereinafter: registered member);
or
 - b) has a contractual relationship with a registered member of the AIFF (hereinafter: football company)
2. Only a registered member or a football company, which has qualified for AFC or National Club Competitions on sporting merit, can apply for the relevant Licence. Natural persons cannot apply for a Licence.
3. The membership and/or the contractual relationship must have lasted at the start of the licensing process at least two consecutive years. Any change to the legal form, legal Group structure (including a merger with another entity or transfer of football activities to another entity) or identity (including headquarters, name or colours) of a Licence Applicant during this period to the detriment of the integrity

of a competition or to facilitate the Licence Applicant's qualification for a competition on sporting merit or its receipt of a Licence is deemed as an interruption of membership or contractual relationship (if any) within the meaning of this provision.

4. The Licence Applicant is, in particular, responsible for ensuring the following:-
 - a) That all compensation paid to the players arising from contractual or legal obligations and all the revenues arising from gate receipts are accounted for in the books of either the registered member or the football company;
 - b) That the Licence Applicant is fully responsible for the football team composed of registered players participating in national and international competitions;

5. If the Licence Applicant is a football company, it must provide a written contract of assignment with a registered member that must be approved by the AIFF and must include the following minimum content:
 - a) The company shall apply with applicable statutes, regulations and decisions of FIFA, AFC, AIFF and national club competitions as amended from time to time. This system of rules shall constitute an integral part of the contract of assignments. This company shall also comply with decisions made by the said football bodies.
 - b) The company must not further assign the rights to participate to competition on national or international level.
 - c) The right of this company to participate in the competition operations shall cease to apply if the assigning club's membership of the association ceases.
 - d) If the company is put into bankruptcy or put into liquidation the right to apply for a Licence in the international and/or national competition shall revert to the registered member. For the sake of clarity should the Licence and/or Exemption already be granted to the company, then it cannot be transferred from the company to the registered member; only the right to apply for a Licence in the following season shall revert to the registered member.
 - e) The AIFF shall reserve the right to approve the name under which the company participates in the national competitions.
 - f) The company shall, on request of the competent national or international arbitration tribunal, provide views and information, as well as documents on matters regarding the company's participation in the national and/or international competition.
 - g) Confirmation (e.g. share register) of the fact that the registered member has the majority of the voting rights of the company. The company may not be owned directly or indirectly by anyone who also has the significant influence over another registered member or company entitled to participate at the same level in the National Club Competitions.

- h) The contract of assignment and any amendment to it shall be approved by the appropriate body of the AIFF to be valid.
6. If the Licence Applicant is a football company then it must provide the Licensor with the financial information of the company and the registered member (e.g. Consolidated financial statements as if they were a single company).
7. If the Licence Applicant has control on any subsidiary, then consolidated financial statements shall be prepared and submitted to the Licensor as if the entities included in the consolidation (“the Group”) were a single company.
8. If the Licence Applicant is controlled by a parent, which may be controlled by another parent or which may have control over any other subsidiary or may exercise significant influence over any other associate, any transaction with the parent of the Licence Applicant or any parent or subsidiary or associate of such parent must be disclosed in the notes to the financial statements to draw attention to the possibility that its financial position and profit or loss may have been affected by the existence of related parties and by transactions and outstanding balances with such parties.
9. For entering the AFC Club Competitions, the name and logo of a Licence Applicant shall be the same as the name and logo submitted to the AFC General Secretariat for the purposes of complying with the club licensing criteria set out in the Entry Manual for AFC Club Competitions. The Licence Applicants are not allowed to make any reference of Third-Party entities in the Name and/or Logo of its football club, irrespective of whether or not that Third-Party entity is a commercial partner or Sponsor of the Licence Applicant. However, AFC may grant an exception if the Licence Applicant can demonstrate (with considerable evidence) that it meets one of the following requirements:-
- a) The name of the football club is a pre-existing name with long-term use. The third-party entity must have been directly involved in the creation of the football club itself (by financial or other means); or
- b) The football club previously competed in an AFC club competition utilising the name.
10. If the Licence Applicant / Licensee / Exemption holder carries out any changes whatsoever, at any stage during the term of 2021-2022 season or prior to the signing of the Club Licensing Agreement for the 2022-2023 season, to the name, nature, ownership structure, management structure, trademark, logo etc. pertaining to the legal status and/or brand and/or identity of the Licence Applicant / Licensee / Exemption holder, without securing prior approval for the same from AIFF, then AIFF shall have the right to refuse grant of Licence, expel the Licence Applicant /

Licensee / Exemption holder's team from any competitions and take any other such further action as may be deemed appropriate.

11. Any request for approval for change of name, logo, legal entity pertaining to the legal status and/or brand and/or identity of the Licence Applicant / Licensee / Exemption holder, will not be entertained by the Licensor for the period after the Final Date for document and information submission in AFC CLAS for 2021-22 licensing cycle (refer Core Process Timeline), extending upto the end date of the respective AFC and/or National Club competitions for which the Licence / Exemption has been granted by the Licensor and where the Licensee / Exemption holder is actively participating in it on sporting merit.

B. General Responsibilities

1. The Licence Applicant / Licensee / Exemption holder must provide the Licensor with:
 - a) all necessary information and/or relevant documents to fully demonstrate that the licensing obligations are fulfilled; and
 - b) any other document relevant for decision-making by the Licensor.
2. This includes information on the reporting entity/entities in respect of which sporting, infrastructure, personnel and administrative, legal and financial information is required to be provided.
3. Any event occurring after the submission of the licensing documentation to the Licensor representing a significant change to the information previously submitted must be promptly notified to the Licensor by the Licence Applicant, especially a change of legal form, legal Group structure or identity.

C. Licence

Clubs which qualify for the AFC and National Club Competitions on sporting merit must obtain the relevant Licence issued by the Licensor according to these regulations, except where Article 13.E applies.

1. The Licences must be issued according to the provisions of the Indian Club Licensing Regulations. The following type of Licences will be awarded.
 - a) ICLS Premier 1 Licence – Grants admission to play in the AFC club competitions, Indian Super League and other AIFF recognised cup tournaments

- b) ICLS Premier 2 Licence – Grants admission to play in the AFC Cup, I-League and other AIFF recognised cup tournaments
- 2. Only those Licence Applicants which fulfill all the mandatory criteria set out in these regulations at the deadlines defined by the Licensing Administration of AIFF, may be granted with a Licence by the AIFF to enter the AFC club competitions.
- 3. A Licence and/or Exemption expires without prior notice:
 - a) At the end of the respective season for which it was issued for (AFC or National club competitions); or
 - b) On the dissolution of the division in question.
- 4. A Licence or Exemption may be withdrawn during a season by the Club Licensing Committee or the CLAB or the AFC if:
 - a) For any reason a Licensee / Exemption holder becomes insolvent and enters into liquidation during the season, as determined by the applicable national law
 - b) Any of the conditions for the issuing of Licence / Exemption are no longer satisfied; or
 - c) The Licensee / Exemption holder violates any of its obligations under the Indian Club Licensing Regulations 2021
- 5. As soon as a Licence withdrawal is envisaged the AIFF must inform the AFC.
- 6. If a Licence Applicant has its Licence withdrawn, a decision concerning the elimination of the club from the AFC competition in question must be made by the AFC. In case of a national club competition, it has to be taken by the relevant body of AIFF.
- 7. A Licence and/or Exemption issued by the Licensor are not transferable from the Licensee / Exemption holder to any third party under any circumstances.
- 8. AFC reserves the right to sanction a club or eliminate a club from the future AFC club competitions based on the applicable AFC statutes and regulations.
- 9. AIFF reserves the right to sanction a club or eliminate a club from the future national club competitions based on the applicable AIFF club competition regulation and the AIFF Disciplinary Code.

D. Admission to the AFC Club Competitions

- 1. In addition to fulfilling the requirements for ICLS Premier 1 or ICLS Premier 2 Licence, the Licence Applicant must further fulfill all the requirements according

- to the relevant AFC competition regulations/manual to be admitted to the relevant club competition organized by the AFC.
2. The admission process falls under the sole jurisdiction of the AFC
 3. The AFC makes the final decision regarding admission of a club to participate in any club competition organized by AFC. The Licence Applicant hereby agrees and undertakes that if admission to participate in any club competition organized by the AFC is denied due to any reason whatsoever, AIFF or the Licensor/ Licensing Administration shall not be liable for such denial of admission to the Licence Applicant.
 4. Such decision is subject to all the statutes-based jurisdiction of the AFC including the Court of Arbitration for Sport in Lausanne.
 5. If a club fails to obtain a Licence or Exemption to play in the National Club Competitions, they will not be allowed to play in any club competition organized by the AFC.

E. Extraordinary Application

1. If a club qualifies for an AFC Club Competition on sporting merit but has not undergone any licensing process at all or has undergone a licensing process which is lesser/not equivalent to the Licence required for the competition it became eligible for, the AIFF may on behalf of the club request an extraordinary application of the Club Licensing System in accordance with Annex 2.
2. Based on such an extraordinary application, the AFC may grant special permission to the club to enter the corresponding AFC Club Competition subject to the relevant AFC Club Competition Regulations. Such an extraordinary application applies only to the specific club and for the season in question.
3. The AFC Entry Control Body shall make all final AFC decisions in this regard. Such decisions shall be made in accordance with the Procedural Rules Governing the AFC Entry Control Body.

PART THREE

Article 14 : SPORTING CRITERIA

1. Objectives

The objectives of the Sporting Criteria are for Licence Applicant / Licensee / Exemption holder to:

- a) ensure top quality football players are being developed and produced continuously;

- b) establish progressive development structures with clear pathways;
- c) design and implement club-specific, quality-driven youth development programmes;
- d) provide elite player technical education, supported by football related education and supplementary academic education for youth players;
- e) provide comprehensive medical support services for all players;
- f) ensure that qualified personnel are engaged in the development and management of elite footballers.

2. Criteria

S.01 CRITERIA DESCRIPTION	ICLS PREMIER 1 CRITERIA	ICLS PREMIER 2 CRITERIA
YOUTH DEVELOPMENT PROGRAMMES (YDP)	A	A
<p>1. The Licence Applicant / Licensee / Exemption holder must have a written youth development programme approved by the Licensor. The Licensor must evaluate the quality of the youth development programme before approving it and verify the implementation by periodic visits to the training session and games.</p> <p>2. The programme must cover at least the following areas:</p> <ul style="list-style-type: none"> a) organisation chart for player development structures and pathways; b) annual training plans and technical development scheme for the specific youth teams prepared by their Head of Youth Development and/or Technical Director c) Objectives, youth playing philosophy and youth development philosophy; d) Organisation of youth sector (organisational chart, bodies involved, relation to Licence Applicant, youth teams, etc.); e) Personnel (technical, medical, administrative, etc.) and minimum qualifications required; f) Infrastructure available for youth sector (training and match facilities, etc); g) Financial resources (available Budget, contribution by Licence Applicant, players or local community, etc.); h) Football education programme for the different age Groups (psychological, technical, tactical and physical); 		

	<ul style="list-style-type: none"> i) Education programmes (Laws of the Game, anti-doping, integrity, anti-racism); j) Medical support for youth players (including medical checks); k) Individual performance evaluation of players in the programme; l) Review and feedback process to evaluate the results and the achievements of the set objectives; and m) Validity of the programme (at least three years but maximum seven). <p>3. The YDP contents shall:</p> <ul style="list-style-type: none"> a) cover the years in between each age category team b) be progressive and seamless, providing consistency and continuity; c) be reviewed regularly by the Head of Youth Development and other relevant personnel to ensure that the contents are relevant and in keeping with trends of the game. <p>4. The Licence Applicant / Licensee / Exemption holder must further ensure that:</p> <ul style="list-style-type: none"> a) every youth player involved in its youth development programme has the possibility to follow mandatory school education in accordance with national law; and b) no youth player involved in its youth development programme is prevented from continuing their non-football education.
Group	
DOCUMENTS TO SUBMIT	
Youth Development Program conforming to the requirements of this Criteria	

S.02 CRITERIA DESCRIPTION	ICLS PREMIER 1 CRITERIA	ICLS PREMIER 2 CRITERIA
YOUTH TEAMS	A	A
<p>The Licence Applicant / Licensee / Exemption holder must at least have the following youth teams within its legal entity:</p> <ul style="list-style-type: none"> a) Under 18 team b) Under 15 team; c) Under 13 team; 		

d) At least one under 10 team;
Each youth team, must take part in official competitions played at national or regional or local level which are recognised by the AIFF.
DOCUMENTS TO SUBMIT
Details of competitions played by each team (Name, Venue, Duration, Format, no. of teams, fixture details, final position) in 2020-21 season

S.03 CRITERIA DESCRIPTION	ICLS PREMIER 1 CRITERIA	ICLS PREMIER 2 CRITERIA
MEDICAL CARE OF PLAYERS	A	A
<p>1. The Licence Applicant / Licensee / Exemption holder shall provide all players registered in the club with full access to medical support services. These shall include, but not limited to the following:</p> <ul style="list-style-type: none"> a) yearly medical examination i.e FIFA Pre Competition Medical Assessment (PCMA) tests as stipulated by AIFF for all its registered players of the first team; b) yearly medical examination i.e PCMA 3 tests as stipulated by AIFF for all its registered players of the youth teams c) Comprehensive medical insurance coverage for all registered players of the first team and the youth teams. 		
DOCUMENTS TO SUBMIT		
<p>1. PCMA reports for all the registered first team players for the upcoming season (minimum 20 players)</p> <p>2. PCMA 3 reports for all the registered players of the youth team for the upcoming season (minimum 18 players per team)</p> <p>3. Medical insurance for all registered players of the first team and the youth teams for the upcoming season</p>		

S.04 CRITERIA DESCRIPTION	ICLS PREMIER 1 CRITERIA	ICLS PREMIER 2 CRITERIA
EDUCATIONAL PROGRAMMES	A	B
<p>1. The Licence Applicant / Licensee / Exemption holder must ensure that players and</p>		

<p>all technical coaching staff of at least the first team have attended a session or an event related to:</p> <ul style="list-style-type: none"> a) Sports Integrity matters; b) FIFA Laws of the Game; c) doping control; d) other topics as required by the AFC. <p>2. These sessions or events must be provided either by the Licence Applicant / Licensee / Exemption holder, or a third party in collaboration with the Licence Applicant / Licensee / Exemption holder / AIFF, during the year prior to the season to be licensed.</p>
<p>DOCUMENTS TO SUBMIT</p> <ul style="list-style-type: none"> 1. Detailed list and information of the educational sessions/workshops including but not limited to – topics, lecturer and the attendees, held in the previous season. Along with this information, submit photos from each of the session/workshop 2. Detailed list of educational sessions/workshops planned for upcoming season

S.05 CRITERIA DESCRIPTION	ICLS PREMIER 1 CRITERIA	ICLS PREMIER 2 CRITERIA
REGISTRATION OF PLAYERS	A	A
All youth team players of the Licence Applicant / Licensee / Exemption holder must be registered with an AIFF Member Association in accordance with the relevant provisions of the FIFA and AIFF Regulations on the Status and Transfer of Players.		
DOCUMENTS TO SUBMIT		
Valid list of players for the upcoming season for each youth team (minimum 18 per team) as declared in S.02 A criteria		

S.06	ICLS PREMIER 1	ICLS PREMIER 2
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CRITERIA DESCRIPTION	CRITERIA	CRITERIA
RACIAL EQUALITY PRACTICE	B	B
<p>The Licence Applicant / Licensee / Exemption holder must establish a policy to tackle racism in football. All players and staff of the Licence Applicant / Licensee / Exemption holder shall acknowledge the policy by signing the corresponding declaration document.</p>		
<p>DOCUMENTS TO SUBMIT</p> <p>1. Racial Equality policy of the club 2. Information about the Policy – Drafting Committee, Regulations referred (if any), date of enforcement (with minutes of the board meeting)</p>		

S.07 CRITERIA DESCRIPTION	ICLS PREMIER 1 CRITERIA	ICLS PREMIER 2 CRITERIA
GRASSROOTS PROGRAMMES	B	C
<p>1. Youths, amateurs, veterans, those with learning or physical disabilities and the socially disadvantaged shall be included in the grassroots programmes.</p> <p>2. The main objectives of the Licence Applicant / Licensee / Exemption holder’s grassroots football programme shall be to encourage mass participation, stimulating greater interest in the game, providing more opportunities for social inclusion, supporting healthy lifestyles and the development of young people, in both the sporting and educational aspects.</p>		
<p>DOCUMENTS TO SUBMIT</p> <p>1. Detailed list of Grassroots Programmes conducted in the previous season. 2. Detailed list of Grassroots Programmes planned for the upcoming season</p>		

S.08 CRITERIA DESCRIPTION	ICLS PREMIER 1 CRITERIA	ICLS PREMIER 2 CRITERIA
CHILD PROTECTION AND WELFARE	B	B
<p>The Licence Applicant / Licensee / Exemption holder must establish and apply measures, in line with any relevant AFC policies and guidelines, to protect and safeguard children from potential abuses and to promote their wellbeing within football when participating in activities organised by the Licence Applicant / Licensee / Exemption holder. The Licence Applicant / Licensee / Exemption holder should work with locally based child protection expertise and have a child safeguarding officer within its administration to develop and implement such measures, including having a child safeguarding policy.</p>		
<p>DOCUMENTS TO SUBMIT</p> <ol style="list-style-type: none"> 1. Child protection and welfare policy of the club 2. Signed declaration on Child protection by all staff involved in youth development program of the club 		

S.09 CRITERIA DESCRIPTION	ICLS PREMIER 1 CRITERIA	ICLS PREMIER 2 CRITERIA
WOMEN'S TEAM	C	C
<p>The Licence Applicant / Licensee / Exemption holder must have a Women's team participating in AIFF or AIFF Member Association organised leagues/competitions</p>		
<p>DOCUMENTS TO BE SUBMITTED</p> <ol style="list-style-type: none"> 1. List of Women's team players for the upcoming season with AIFF CRS ID 2. List of competitions participated (along with proof of participation) 		

S.10 CRITERIA DESCRIPTION	ICLS PREMIER 1 CRITERIA	ICLS PREMIER 2 CRITERIA
CORPORATE SOCIAL RESPONSIBILITY PROGRAMMES	C	C
<p>1. The Licence Applicant / Licensee / Exemption holder to establish strategies and implementation programmes to promote the Club, the game and to address current issues in football and society.</p> <p>2. Support should be provided for initiatives and campaigns to implement strategies and programmes as promulgated by either the AIFF, the AFC or FIFA.</p> <p>3. Such programmes connects and create links with the community which will facilitate the following:</p> <ul style="list-style-type: none"> a) establishment and enlargement of their fan base; b) creation of a pool of volunteers; c) organisation of grassroots football activities, initiatives and events for and within the community; d) creation of strong links with the community; e) creation of a market base for branding, merchandising, sponsors and commercial partners. 		
<p>DOCUMENTS TO SUBMIT</p> <p>1. Detailed list and information (along with photos as proof) of the CSR programmes undertaken in the previous season.</p> <p>2. Detailed list of CSR programmes planned for upcoming season</p>		

S.11 CRITERIA DESCRIPTION	ICLS PREMIER 1 CRITERIA	ICLS PREMIER 2 CRITERIA
CLUB YOUTH ACADEMY	A	A
<p>The Licence Applicant / Licensee / Exemption holder must have an AIFF accredited academy under the AIFF Academy Certification programme</p>		

DOCUMENTS TO SUBMIT
AIFF Academy Accreditation certificate

S.12 CRITERIA DESCRIPTION	ICLS PREMIER 1 CRITERIA	ICLS PREMIER 2 CRITERIA
GOLDEN BABY LEAGUES	A	A
<p>The Licence Applicant / Licensee / Exemption holder shall engage children from within the community and organise a Golden Baby League to provide regular playing opportunities. The Licence Applicant / Licensee / Exemption holder must use the AIFF Golden Baby Leagues app.</p> <p>The Golden Baby Leagues must be conducted in accordance with the guidelines mentioned for I-League and ISL clubs in AIFF Golden Baby Leagues Operator Handbook and Golden Baby League Rules and Regulations for children aged between 4 and 12 years.</p> <p>These can be done in collaboration with local Government and/or State Football authorities and/or educational institutions.</p>		
DOCUMENTS TO SUBMIT		
Certificate of successful organisation of AIFF Baby Leagues, for the 2020-21 season, issued by the AIFF		

Article 15 : INFRASTRUCTURE CRITERIA

1. Objectives

The objectives of the infrastructure criteria are that:

- a) Licence Applicant / Licensee / Exemption holder have a stadium for playing AFC and National Club Competition matches with adequate facilities for teams & officials, spectators, VIPs, media representatives and broadcasting & commercial partners.
- b) Licence Applicant / Licensee / Exemption holder have suitable training facilities for their players to help them improve their technical skills.

2. Criteria

I.01 CRITERIA DESCRIPTION	ICLS PREMIER 1 CRITERIA	ICLS PREMIER 2 CRITERIA
APPROVED STADIUM FOR CLUB COMPETITIONS	A	A
<p>1. The Licence Applicant / Licensee / Exemption holder must have a stadium available to play home matches of AFC and National Club Competitions. The Licence Applicant / Licensee either:</p> <ol style="list-style-type: none"> owns the stadium; or can provide a written contract with the owner of the stadium it will use. This contract must guarantee the use of the stadium for the AFC and National Club Competition matches for the coming season, for which the Licence Applicant / Licensee qualifies in sporting terms. <p>2. The stadium must meet the requirements expressly referred to in the:</p> <ol style="list-style-type: none"> AFC Stadium Regulations; and respective AFC club competition regulations/AFC Competition Operations Manual. <p>3. The stadium must be approved by the AIFF and located in the same city where the Licence Applicant / Licensee is based. If the stadium is not located in the Licence Applicant / Licensee's base of operations city, a justifiable reason should be provided.</p>		
DOCUMENTS TO SUBMIT		
<ol style="list-style-type: none"> Stadium Ownership documents or Contract with the Stadium owners, conforming to the requirements of this criteria. Stadia Checklist (Annexure 3 of these regulations) 		

I.02 CRITERIA DESCRIPTION	ICLS PREMIER 1 CRITERIA	ICLS PREMIER 2 CRITERIA
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STADIUM – SAFETY CERTIFICATION	A	A
<p>The stadium must be certified for safety. The certification is defined according to national/local law and must include provisions related to safety. If such law does not exist, the Licensor shall establish the content of the stadium certificate and the procedure in close cooperation with the appropriate body/bodies (e.g. local security authorities, the local hospital, fire brigade, police, etc.).</p>		
<p>The certificate shall comply with the requirements in the AFC Safety and Security Regulations and must provide at least the following information:</p> <ol style="list-style-type: none"> a) safety status of the stadium structure and building fitness; b) compliance statement regarding the safety/security regulations of the competent civil authority; c) approval of the entire stadium capacity (individual seats, terraces and total number). d) approved evacuation plan which ensures that the whole Stadium can be emptied in a case of emergency according to the applicable national law; e) a colour coded floor plan diagram showing the possible evacuation routes should be prominently displayed in the Stadium; f) in order to protect those on the field or in other parts of the stadium from lightning strikes, the stadium should be equipped with the appropriate safety devices g) an approved match security plan covering the organisational measures intended to ensure safety and security strategy covering all aspects of the organisation of a football match, such as ticket distribution system, screening of spectators, segregation strategy, crowd dispersal strategy, medical service, measures taken in case of fire, loss of power supply, or other emergency <p>The certificate issued by the appropriate body must not be older than two (2) years at the beginning of the relevant Club Competition season and valid throughout the licensing season.</p>		
<p>DOCUMENTS TO SUBMIT</p> <p>Club must provide the following details :-</p> <ol style="list-style-type: none"> 1. Safe Capacity – No. of people, the stadium can safely accommodate with details of the constituent sections and categories 2. No. of Entry / Exit Gates of the stadium – Match Viewing Area <ol style="list-style-type: none"> a) Entry capacity of each gate i.e the no. of people who can enter from each gate within a period of one hour, after the required level/s of security check b) Exit capacity of each gate i.e the no. of people who can safely exit from each gate 		

- within a period of 10 minutes, under normal circumstances
3. Emergency Evacuation
 - a) No. of Safe Areas with details i.e capacity and location on Stadium map
 - b) Maximum time to evacuate a full capacity stadium
 4. Declaration from Civil Department stating that the Stadium is structurally safe for use
 5. Declaration from Fire Department stating that the Stadium is safe for use, particularly the evacuation pathways incase of Fire, is safe for use.
 6. Photos of the passageways, stairways, entrance and exit gates
 7. Details of the Appropriate Devices available at the stadium to protect people from lightning strikes;
 8. Approved match security plan
 9. Club must submit updated certificates / declarations if any structural change takes place in the stadium after the issuance of the above certificates / declarations.

I.03 CRITERIA DESCRIPTION	ICLS PREMIER 1 CRITERIA	ICLS PREMIER 2 CRITERIA
STADIUM – APPROVED EVACUATION PLAN	A	A
<ol style="list-style-type: none"> 1. The appropriate body (e.g. safety and security authority, competent civil authority or other qualified and approved firms, etc.) approves the evacuation plan which ensures that the whole stadium can be emptied in a case of emergency according to the applicable national law. 2. If such law does not exist, the Licensor establishes the content of the evacuation plan, including an evacuation time and the approval body, in close co-operation with the appropriate civil body (e.g. local security authorities, the local hospital, fire brigade, police, etc.). 3. A colour coded floor plan diagram showing the possible evacuation routes should be prominently displayed in the Stadium. Risk analysis specific to the Stadium 		

4. The Security Officer, stewards and club & stadium employees shall be briefed on the evacuation plan.
DOCUMENTS TO SUBMIT
<ol style="list-style-type: none"> 1. Approved Evacuation Plan, conforming to the requirements of this criteria 2. Photos of the Colour coded Floor plan diagrams, displayed in the stadium 3. Declaration by the Club Director / Chairman regarding conduct of workshops / sessions for the Security Officer, stewards and club & stadium employees with an emphasis on the evacuation plan

I.04 CRITERIA DESCRIPTION	ICLS PREMIER 1 CRITERIA	ICLS PREMIER 2 CRITERIA
TRAINING FACILITIES – AVAILABILITY	A	A
<p>The Licence Applicant / Licensee / Exemption holder must have training facilities available throughout the year. The Licence Applicant / Licensee / Exemption holder either:</p> <ol style="list-style-type: none"> a) owns the training facilities; or b) can provide a written contract with the owner of the training facilities. This contract must guarantee the use of the training facilities for the season to be licensed, by all teams of the Licence Applicant / Licensee / Exemption holder. <p>It must be guaranteed that the training facilities can be used by all teams of the License Applicant during the Licence Season, taking into account its youth development programme.</p>		
DOCUMENTS TO SUBMIT		
<ol style="list-style-type: none"> 1. Training Facilities Ownership documents or Contract with the Training Facilities’ owners 2. Photos of the ground and the facilities 		

I.05 CRITERIA DESCRIPTION	ICLS PREMIER 1 CRITERIA	ICLS PREMIER 2 CRITERIA
TRAINING FACILITIES FOR PLAYER DEVELOPMENT - MINIMUM INFRASTRUCTURE	B	B
As a minimum, the infrastructure of the training facilities for player development		

<p>must include :</p> <p>a) outdoor training facilities (more than 1 football ground); Field Size :- The field of play must have the following dimensions:</p> <p>i. Length: minimum 90m ~ maximum 110m ii. Width: minimum 45m ~ maximum 75m</p> <p>b) indoor training facility; c) dressing rooms; d) medical room(s) or direct access to first aid at the training site.</p>
<p>DOCUMENTS TO SUBMIT</p> <p>1. Training Facilities Ownership documents or Contract with the Training Facilities’ owners 2. Photos of the ground and the facilities 3. Monthly Training Slots of each youth team</p>

I.06 CRITERIA DESCRIPTION	ICLS PREMIER 1 CRITERIA	ICLS PREMIER 2 CRITERIA
STADIUM – GROUND RULES	B	B
<p>Each stadium must have stadium ground rules and affix them to the stadium visible to the spectators. These rules must provide information on at least the following:</p> <p>a) admission rights; b) abandonment or postponement of events; c) description of prohibitions and penalties, such as entering the field of play, throwing objects, use of foul or abusive language, racist behaviour, etc.; d) restrictions with regard to smoking, alcohol, fireworks, banners, etc.; e) seating rules; f) causes for ejection from the ground; g)</p>		
<p>DOCUMENTS TO SUBMIT</p> <p>1. Copy of the Ground Rules, conforming to the requirements of this criteria 2. Photos of the Ground Rules, affixed at the stadium</p>		

I.07 CRITERIA	ICLS PREMIER 1 CRITERIA	ICLS PREMIER 2 CRITERIA
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DESCRIPTION		
CLOCK, DISPLAY BOARD AND GIANT SCREEN	A	B
<p>Stadiums shall have a clock, display board and Giant screen.</p> <p>a) The time shall run from zero (0) to forty-five (45) minutes during the first half and from forty-five (45) to ninety (90) minutes during the second half.</p> <p>b) The time shall stop at the end of normal playing time in each half (at forty-five [45] and ninety [90] minutes respectively). This stipulation shall also apply if extra time is played (at fifteen [15] minutes of each half).</p> <p>c) Panels or electronic display boards, with displays on both sides, shall be used to indicate the substitution of Participating Players and the number of minutes to be allowed as added time.</p> <p>d) Stadiums shall have a scoreboard which shows the score of the Match at all times.</p> <p>e) Stadiums must have a giant screen integrated with a display system that provides optimal viewing for all spectators which shall be placed in an area which provides no risk to the spectators or disturbance to play.</p> <p>f) The aspect ratio of 16:9 for the video area of the screen is recommended, which may be extended if scoring and substitution details are also to be inserted around the main video content.</p> <p>g) The giant screen is part of the public address system and shall be used to deliver messages or public announcements in the case of an emergency.</p>		
DOCUMENTS TO SUBMIT		
<ul style="list-style-type: none"> • Photos of Clock, Display Board and Giant Screen 		

I.08 CRITERIA DESCRIPTION	ICLS PREMIER 1 CRITERIA	ICLS PREMIER 2 CRITERIA
STADIUM – SPECTATOR WITH DISABILITIES	B	B
<p>Disabled spectators and accompanying persons must be accommodated safely and comfortably inside the stadium.</p> <p>a) The Stadia must have dedicated access and seats for spectators with disabilities and their helpers.</p>		

b) In addition, persons with disabilities must have dedicated sanitary facilities as well as refreshment and catering facilities in the vicinity of the sector where they are seated.
DOCUMENTS TO SUBMIT
Photos of the facilities available for Disabled Spectators

I.09 CRITERIA DESCRIPTION	ICLS PREMIER 1 CRITERIA	ICLS PREMIER 2 CRITERIA
STADIUM – SIGNPOSTING AND DIRECTIONS	C	C
<p>1. All public direction signs inside and outside the stadium must be presented in internationally understandable pictographic language.</p> <p>2. Clear, comprehensive signposting must be provided at the stadium approaches and around, and throughout the stadium to point the way to the different sectors.</p> <p>3. Information on the tickets must correlate with the signpost information provided, both inside and outside the stadium. Tickets must clearly identify the location of the seats for which they have been issued.</p> <p>4. Colour coding of tickets will assist the entry process, and retained ticket stubs must contain information which will guide spectators once they are inside. Large-scale wall maps must be provided for the guidance of spectators.</p>		
DOCUMENTS TO SUBMIT		
<p>1. Photos of Room Signages</p> <p>2. Photos of Large-Scale maps with guidance</p>		

I.10 CRITERIA DESCRIPTION	ICLS PREMIER 1 CRITERIA	ICLS PREMIER 2 CRITERIA
Field of play	A	A
FIELD OF PLAY		

<p>a) The field of play must have the following dimensions:</p> <ul style="list-style-type: none"> i. Length: minimum 100m ~ maximum 110m ii. Width: minimum 64m ~ maximum 75m <p>b) The field of play must be smooth and level.</p> <p>c) It must be equipped with a drainage system so that it cannot become unplayable due to flooding.</p> <p>GOALS AND SPARE GOALS</p> <p>a) Goalposts and crossbars must be made out of aluminium or similar material and must be round or elliptical. Moreover, they must be in compliance with the Laws of the Game as promulgated by the International Football Association Board (IFAB) which means, in particular, that:</p> <ul style="list-style-type: none"> i. The distance between the posts must be 7.32m; ii. The distance from the lower edge of the crossbar to the ground must be 2.44m; iii. The goalposts and crossbars must be white; iv. They must not pose any danger to players. <p>b) A spare goal, which can be easily installed if the circumstances so require, must be available within the Stadia</p>
<p>DOCUMENTS TO SUBMIT</p> <ul style="list-style-type: none"> 1. Photos of the Field of Play 2. Photos of the Goalposts 3. Photos of the Spare Goalpost

I.11	ICLS PREMIER 1	ICLS PREMIER 2
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CRITERIA DESCRIPTION	CRITERIA	CRITERIA
FLOODLIGHTS	A	A
<p>a) The Stadia must be equipped with a floodlighting system maintaining the following minimum average.:-</p> <p><u>For ICLS Premier 1 Licence :-</u></p> <ul style="list-style-type: none"> • Horizontal Illuminance 1,800 lux with uniformity ratios of $U_{1h}>0.5$ and $U_{2h}>0.7$ • Vertical Illuminance 1,000 lux on each reference plane with uniformity ratios of $U_{1v}>0.4$ and $U_{2v}>0.5$ <p><u>For ICLS Premier 2 Licence :-</u></p> <ul style="list-style-type: none"> • Horizontal Illuminance 1,400 lux with uniformity ratios of $U_{1h}>0.5$ and $U_{2h}>0.7$ • Vertical Illuminance 750 lux on each reference plane with uniformity ratios of $U_{1v}>0.4$ and $U_{2v}>0.5$ <p>b) In order to ensure that the Match can proceed in the event of a power failure, an independent back-up power supply system which is able to provide the full equivalent light intensity values instantaneously and without interruption must be provided.</p>		
<p>DOCUMENTS TO SUBMIT</p> <p>FLOODLIGHT CERTIFICATE with graph report, measured and issued within the past 12 months from the date of document submission</p>		

I.12 CRITERIA DESCRIPTION	ICLS PREMIER 1 CRITERIA	ICLS PREMIER 2 CRITERIA
BENCHES	A	A
<p>a) The Stadia must be equipped with two covered benches at pitch level for the hosting club and the visiting club, each with seating room for at least fifteen (15) people and positioned at least five metres from the touchline.</p>		

b) The Stadia must be equipped with one covered bench at pitch level for Fourth Official with seating room and table for at least two (2) people.

DOCUMENTS TO SUBMIT

Photos of the Benches

I.13 CRITERIA DESCRIPTION	ICLS PREMIER 1 CRITERIA	ICLS PREMIER 2 CRITERIA
TEAM'S DRESSING ROOMS	A	A
<p>a) The Stadia must have a minimum of two (2) dressing rooms.</p> <p>b) Each dressing room must be equipped with a minimum of:</p> <ul style="list-style-type: none"> i. four showers and four individual seated toilets ii. seating room for at least thirty (30) persons together with thirty (30) chairs/seats iii. one massage table iv. one tactical board with marker pens and 'eraser' v. one refrigerator <p>c) Team's dressing room must be air-conditioned.</p> <p>d) The Stadia must guarantee direct, private and protected access for the teams from their dressing rooms to the playing area and ensure their safe arrival at/departure from the Stadia. Access paths for teams can only be shared by the AIFF Delegation.</p>		
DOCUMENTS TO SUBMIT		
Photos of the Team's Dressing Rooms		

I.14 CRITERIA DESCRIPTION	ICLS PREMIER 1 CRITERIA	ICLS PREMIER 2 CRITERIA
REFEREE'S DRESSING ROOMS	A	A
<p>a) The Stadia must be equipped with a dressing-room for the Referees with a minimum of:</p> <ol style="list-style-type: none"> i. One shower and one individual seated toilet ii. seating room for at least five (5) persons iii. one table and five (5) chairs iv. one refrigerator <p>b) The referee's dressing room must be air-conditioned.</p> <p>c) The Stadia must guarantee direct, private and protected access for the Referees from their dressing rooms to the playing area and ensure their safe arrival at/departure from the Stadia. Access paths for referees' room can only be shared by the AIFF Delegation.</p>		
<p>DOCUMENTS TO SUBMIT</p> <p>Photos of the Referees' Dressing Room</p>		

I.15 CRITERIA DESCRIPTION	ICLS PREMIER 1 CRITERIA	ICLS PREMIER 2 CRITERIA
Rooms for Match Operations	A	B
<p>a) The Stadia must be equipped with the following rooms :</p> <ol style="list-style-type: none"> i. A room for the AIFF Delegation including AIFF match commissioners with seating room for at least five (5) persons (one table and five chairs); ii. A room for the ball boys and flag bearers with nearby toilet facilities. Room to accommodate at least twenty (20) persons; <p>b) Rooms for the AIFF Delegation must be equipped with the following minimum requirement:</p>		

- i. Wireless broadband internet connections with a minimum symmetrical bandwidth of 10Mbps (ten megabits per second), dynamic host configuration protocol (DHCP), and all ports open so virtual private networks can be used. The wireless access point provided to the AIFF shall support a minimum of fifty (50) user.
 - ii. IDD lines for one telephone and one fax machine and its consumables such as but not limited to paper, toner and cartridges;
 - iii. one (1) desktop or laptop computer that is connected to the internet and to a printer. The operating language of the computer and for its software shall be in English;
 - iv. One (1) printer and its consumables such as but not limited to paper, toner and cartridges;
 - v. One (1) enterprise-grade photocopy machine with sorting facilities as well as all relevant consumables (including without limitation paper, toner and cartridges) or one (1) enterprise-grade multi-function printer (MFP-colour).
- c) The AIFF Delegation’s room must be located nearby, and with easy access to the team and referee’s dressing rooms.
- d) The Stadia must guarantee that all the rooms are in a protected area from the public and Media.

DOCUMENTS TO SUBMIT

Photos of the Rooms

I.16 CRITERIA DESCRIPTION	ICLS PREMIER 1 CRITERIA	ICLS PREMIER 2 CRITERIA
MATCH OFFICIALS’ SEATING AREA	A	A
<p>a) The Stadia must have a covered area, with a minimum of three (3) seats, dedicated for the AIFF match commissioner and the AIFF referee instructor which is in a protected area from the public and Media.</p> <p>b) The match officials’ seating area must be located centrally, as close to the halfway line as possible, between the two penalty areas, and with easy access to the team and referee’s dressing rooms.</p>		

<p>c) The match official’s seating area must be equipped with the following:</p> <ul style="list-style-type: none"> i. Tables and chairs ii. A television monitor to receive live feed of the Match iii. Two (2) power sockets iv. Wireless broadband internet connection
<p>DOCUMENTS TO SUBMIT</p> <p>Photos of Seating Area</p>

I.17 CRITERIA DESCRIPTION	ICLS PREMIER 1 CRITERIA	ICLS PREMIER 2 CRITERIA
MEDIA CENTRE	B	B
<p>a) At least one air-conditioned room must be provided for Media representatives equipped with desks and access to communication facilities. The capacity of the media centre shall be specified by the AIFF/AFC for relevant competitions.</p> <p>b) The media centre must be located on the same side as the media tribune, press conference room and mixed zone area.</p> <p>c) The room must be equipped with the following:</p> <ul style="list-style-type: none"> i. Tables, chairs and hi speed internet connection (minimum 50 mbps for 50+ users. Internet connectivity for all media persons involved including the photographers with symmetrical upload-download ratio) ii. One (1) photocopy machine with all its consumables iii. One (1) fax machine with all its consumables iv. Pigeon Holes for Media representatives and the Host Broadcaster v. Information services, catering and transport office 		
<p>DOCUMENTS TO SUBMIT</p> <p>Photos of the Media Centre</p>		

I.18 CRITERIA DESCRIPTION	ICLS PREMIER 1 CRITERIA	ICLS PREMIER 2 CRITERIA
MEDIA TRIBUNE	B	B
<p>a) The Stadia must have a media tribune for Media representatives that meets the following requirements:</p> <ul style="list-style-type: none"> i. All area of the media tribune must be covered ii. 20 seats without desks iii. 50 seats with desks. These seats must be equipped with a power supply and internet connection. The desks must be big enough to accommodate a laptop computer and a note pad. <p>b) The media tribune must be located in a central position in the grandstand and must be on the same side as the media centre, press conference room and mixed zone.</p> <p>c) There must be an exclusive access path for the Media from the media tribune to the press conference room and the media centre.</p>		
DOCUMENTS TO SUBMIT		
Photos of the Media Tribune		

I.19 CRITERIA DESCRIPTION	ICLS PREMIER 1 CRITERIA	ICLS PREMIER 2 CRITERIA
PRESS CONFERENCE ROOM	A	B
<p>a) The Stadia must have one air-conditioned press conference room which fulfil the following requirements:</p> <ul style="list-style-type: none"> i. A desk and chairs to accommodate at least five (5) persons ii. A podium iii. A camera platform measuring 0.5m in height, 6m in width and 2m in depth and power extension lines for ENG cameras iv. A split box v. Sound system with more than six sound outputs vi. Chairs arranged in classroom seating style to accommodate at least 40 persons. <p>b) The press conference must be located on the same side as the media centre, media</p>		

<p>tribune and mixed zone.</p> <p>c) There must be an exclusive access path for the Media from/to the press conference room to/from the media tribune and media centre.</p>
<p>DOCUMENTS TO SUBMIT</p> <p>Photos of the Press Conference Room</p>

I.20 CRITERIA DESCRIPTION	ICLS PREMIER 1 CRITERIA	ICLS PREMIER 2 CRITERIA
MIXED ZONES	B	B
<p>a) The Stadia must allocate an area for the mixed zone. This area must be well-lit and must be the area which is on the way to/from the dressing rooms and the team transport area.</p> <p>b) The mixed zone must be secure and must be accessible only to coaches, players and representatives of the Media.</p>		
<p>DOCUMENTS TO SUBMIT</p> <p>Photos of the Mixed Zone</p>		

I.21 CRITERIA DESCRIPTION	ICLS PREMIER 1 CRITERIA	ICLS PREMIER 2 CRITERIA
CAMERA POSITIONS	B	B
<p>a) One main camera platform must be provided in the grandstand. It must be centrally situated and at a height above the pitch which guarantees optimum picture quality.</p> <p>b) The main position must be exactly in line with the halfway line and be at a height which forms an angle of 15-20 degrees from the horizontal plane to the centre plan.</p> <p>c) The platform for the main camera must be at least 12m² in dimension.</p> <p>d) In addition to the main camera position, offside camera positions level with each penalty area must be allocated.</p>		

e) Camera positions for goal and reverse camera positions must be identified and reserved.
DOCUMENTS TO SUBMIT
Photos of the Camera Positions

I.22 CRITERIA DESCRIPTION	ICLS PREMIER 1 CRITERIA	ICLS PREMIER 2 CRITERIA
TV COMMENTARY POSITIONS	B	B
<p>a) The Stadia must have a minimum of two (2) fully-enclosed and air-conditioned rooms which have unobstructed views of the entire pitch.</p> <p>b) The commentary positions must be located on the same side as the main camera positions and must be at least 5m in width at the front by 3m depth by 2.5m in height for an enclosed position.</p> <p>c) Each commentary position requires minimum two (2x) power jacks and two (2x) phone jacks which should be connectable to IDD/ISDN. Commentary positions should have facility to patch video from the OB van to the position, and to patch audio from commentary positions to OB van.</p> <p>d) There must be main and back-up power supply to the commentary positions and compound.</p> <p>e) Each commentary positions must have at least three (3) seats.</p>		
DOCUMENTS TO SUBMIT		
Photos of the Commentary Rooms		

I.23 CRITERIA DESCRIPTION	ICLS PREMIER 1 CRITERIA	ICLS PREMIER 2 CRITERIA
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BROADCAST COMPOUND	A	B				
	<p>a) Stadium must have sufficient space located within the Stadium perimeter for setting up of the broadcast compound (including sufficient space for an outside broadcasting [OB] van area and satellite uplink facilities) with easy access for large vehicles. The dimension of the broadcast compound shall be specified by the AIFF/AFC.</p> <p>b) The Stadia must have an OB van area meeting the following requirement:</p> <table border="1" data-bbox="407 646 1211 795"> <thead> <tr> <th data-bbox="407 646 862 695">Location</th> <th data-bbox="862 646 1211 695">Surface dimensions</th> </tr> </thead> <tbody> <tr> <td data-bbox="407 695 862 795">Located on the same side of the Stadia as the main camera</td> <td data-bbox="862 695 1211 795">At least 600m²</td> </tr> </tbody> </table> <p>c) Stadia should supply access to the main back-up power for the OB compound as required by the host broadcaster.</p> <p>d) The area must be appropriate for the Host Broadcaster’s and Media Rights licensee’s multilateral and unilateral television and radio broadcast operations including up/down-linking to domestic and international satellites and easy access for large vehicles.</p> <p>e) The Host Organisation shall install telecommunication cabling between the broadcast compound and Stadium main distribution frame (MDF) room to facilitate the activation of additional dedicated telecommunication services in the broadcast compound.</p> <p>f)</p> <p>g) Adequate office space in the broadcast compound at each Venue for Host Broadcaster’s technical, administrative and production offices and rooms with necessary air conditioning and/or heating. Security must be provided at all times for all television broadcast areas.</p>	Location	Surface dimensions	Located on the same side of the Stadia as the main camera	At least 600m ²	
Location	Surface dimensions					
Located on the same side of the Stadia as the main camera	At least 600m ²					
	<p>DOCUMENTS TO SUBMIT</p> <p>Photos of</p> <ol style="list-style-type: none"> 1. Parking Area for OB Van 2. Office Space for Broadcasters 					

I.24 CRITERIA DESCRIPTION	ICLS PREMIER 1 CRITERIA	ICLS PREMIER 2 CRITERIA
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PARKING AREA	B	B
<p>a) The Stadia must provide a minimum of twenty (20) parking places for exclusive use by AIFF, the Host Broadcaster, and Media Rights licensees. Such parking spaces shall be of adequate size to accommodate the technical vehicles of the Host Broadcaster and Media Rights licensees.</p> <p>b) All parking spaces for the Host Broadcaster shall be designated in preferential locations adjacent to, or as close as possible to, the Host Broadcaster working areas and shall provide direct access to such areas.</p> <p>c) At least one-third (1/3) of such parking spaces shall be situated in close proximity to the Stadium entrances so as to facilitate the loading and unloading of unilateral equipment. Where the physical configuration of any stadium does not allow for all such parking spaces to be situated, the LOC shall designate a dedicated unilateral equipment and personnel drop-off point for Media Rights licensees, such drop-off to be situated as close as possible to stadium entrances.</p> <p>d) The Stadia must also provide parking space for a minimum of two (2) buses and ten (10) cars for teams and officials</p>		
<p>DOCUMENTS TO SUBMIT</p> <p>Photos of Parking Area</p>		

I.25 CRITERIA DESCRIPTION	ICLS PREMIER 1 CRITERIA	ICLS PREMIER 2 CRITERIA
<p>FIRST AID & TREATMENT FACILITY FOR PLAYERS & OFFICIALS</p>	<p>A</p>	<p>A</p>
<p>a) An emergency medical room located in close proximity to player's dressing room and the field of play, fully equipped with emergency medical supplies and supported by Medical Officer and trained medical staff in Emergency Medicine must be provided. Facilities must include the following:</p>		

<ul style="list-style-type: none"> i. Oxygen with appropriate masks/oral airway ii. Splints (Spinal injuries) iii. Stretchers iv. Suction machine v. I/V drip sets with emergency injections and medication vi. Minor surgery supplies and equipment vii. Automated External Defibrillator <p>b) Parking spaces within the Stadia must be identified for ambulances with designated drivers equipped with oxygen, masks, defibrillator, I/V drip sets, emergency medicaments and trained medical staff, which shall be provided by the hosting club at its own expenses.</p>
<p>DOCUMENTS TO SUBMIT</p> <p>Photos of</p> <ul style="list-style-type: none"> 1. Medical Room for Players and Officials 2. Parking Area for Ambulances

I.26 CRITERIA DESCRIPTION	ICLS PREMIER 1 CRITERIA	ICLS PREMIER 2 CRITERIA
DOPING CONTROL ROOM	A	A
<p>a) The Stadia must be equipped with a dedicated air-conditioned doping control room that is located near the team dressing rooms and is inaccessible to the public and the Media.</p> <p>b) The room must be at least 20m² and comprise of a waiting room, testing room and toilet area with attached bathroom, all adjoining.</p> <p>c) The waiting room forms part of or is immediately adjacent to the testing room (a partition dividing the two areas is also acceptable). It must contain sufficient seating for eight people, a television, and a refrigerator equipped with non-alcoholic drinks in sealed bottles and canned juices.</p> <p>d) The testing room must, at least, contain one table, four chairs, a sink with running water, a lockable cabinet and a toilet.</p> <p>e) The toilet area must be within the testing room or immediately next to it and with direct private access to the testing room. It must contain a seated toilet as well as a sink with running water.</p>		

DOCUMENTS TO SUBMIT
Photos of the Doping Control Room

I.27 CRITERIA DESCRIPTION	ICLS PREMIER 1 CRITERIA	ICLS PREMIER 2 CRITERIA
VIP & HOSPITALITY AREA	A	B
<p>a) The Stadia must be equipped with at least 50 VIP seats and shall have an exclusive hospitality area (200m²).</p> <p>b) The VIP seats must be situated in the grandstand and as close to the halfway line as possible, between the two penalty areas.</p>		
DOCUMENTS TO SUBMIT		
Photos of the VIP & Hospitality Area		

I.28 CRITERIA DESCRIPTION	ICLS PREMIER 1 CRITERIA	ICLS PREMIER 2 CRITERIA
CONTROL ROOM	A	B
<p>a) The Stadia must have a control room with monitors for the TV surveillance system ensuring an overall view of the inside of the Stadia as well as equipped with communication facilities.</p> <p>b) A control room posts for the public address announcers, the video information board (if any) and the police, fire and medical services should be all located in or immediate adjacent to the Stadia control room.</p>		
<u>Public Address System</u>		

<p>a) The Stadia must be equipped with a public address system including a giant screen and loudspeakers with high quality which ensures the messages can be delivered to the public areas inside and outside the Stadia.</p> <p>b) The public address system must not be vulnerable to failure of the main power supply.</p>
<p>DOCUMENTS TO SUBMIT</p> <p>Photos of the Control Room</p>

I.29 CRITERIA DESCRIPTION	ICLS PREMIER 1 CRITERIA	ICLS PREMIER 2 CRITERIA
STANDS & SPECTATOR FACILITY	A	B
<p>a) Each stand within the Stadia must be capable of being divided into separate sectors.</p> <p>b) Minimum of 5000 seats for spectators. It must be individual, fixed (eg. to the floor), separated from one another, shaped, numbered, made of an unbreakable and non-flammable material and have a backrest of a minimum height of 30cm when measured from the seat.</p> <p>c) The use of temporary stands is prohibited.</p> <p>d) At least eight (8) percent of the total Stadia seating capacity must be available exclusively for visiting supporters in a segregated area of the Stadia.</p> <p>e) Refreshment Facility for Spectators</p>		
<p>DOCUMENTS TO SUBMIT</p> <p>Photos of the Stands and Refreshment Facilities</p>		

I.30 CRITERIA DESCRIPTION	ICLS PREMIER 1 CRITERIA	ICLS PREMIER 2 CRITERIA
FIRST AID FACILITIES FOR SPECTATORS	A	B
<p>a) Fully-equipped first-aid facilities approved by the competent local authorities must be made available for spectators in each sector of the Stadia.</p> <p>b) These facilities must be clearly identified and access to them must be clearly signposted</p>		
DOCUMENTS TO SUBMIT		
Photos of the First Aid Rooms		

I.31 CRITERIA DESCRIPTION	ICLS PREMIER 1 CRITERIA	ICLS PREMIER 2 CRITERIA
EMERGENCY LIGHTING SYSTEM	B	B
<p>For the purpose of ensuring safety and guiding spectators, The Stadia must be equipped with an emergency lighting system approved by the competent local authorities for use in the event of a general lighting failure in all parts of the Stadia to which the public has access, including all exit and evacuation routes.</p>		
DOCUMENTS TO SUBMIT		
Details of the Emergency Lighting System with approval of the competent local authority		

I.32 CRITERIA DESCRIPTION	ICLS PREMIER 1 CRITERIA	ICLS PREMIER 2 CRITERIA
SANITARY FACILITIES FOR SPECTATORS	B	B
<p>Seated toilets for all spectators of both sexes, as well as urinals, must be made available in each sector of the Stadia, with a ratio of one seated toilet per 200 spectators and one urinal per 125 spectators.</p>		

<p>DOCUMENTS TO SUBMIT</p> <ol style="list-style-type: none"> 1. Declaration by the Stadium Authorities on the no. of Urinals and Seated Toilets available for both Male and Female in each stand 2. Photos of the Sanitary Facilities

Article 16 : PERSONNEL AND ADMINISTRATIVE CRITERIA

1. Objectives

The objectives of the personnel and administrative criteria are that:

- a) Licence Applicant / Licensee / Exemption holder are managed in a professional manner;
- b) Licence Applicant / Licensee / Exemption holder have well-educated, qualified and skilled specialists with know-how and experience;
- c) the players of the first and other teams are trained by qualified coaches and supported by the necessary staff.

2. Criteria

P.01 CRITERIA DESCRIPTION	ICLS PREMIER 1 CRITERIA	ICLS PREMIER 2 CRITERIA
CLUB SECRETARIAT	A	A
<ol style="list-style-type: none"> 1. The Licence Applicant / Licensee / Exemption holder must have available office space to run its administration. 2. The office(s) shall be sufficiently spacious with the required minimum infrastructure including phone, fax, email and a website. 3. The Licence Applicant / Licensee / Exemption holder must have appointed sufficient number of skilled secretarial staff according to its needs to run its daily business. It must also ensure that its office is open to communicate with the Licensor and the public. 		
<p>DOCUMENTS TO SUBMIT</p> <ol style="list-style-type: none"> 1. Office Space ownership documents or Contract with the Office Space owners 2. Photos of the Office Space 		

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| <ol style="list-style-type: none"> 3. List of Office Administration staff with their Designation 4. Office Administration Staff contracts / appointment letters with Job Description |
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P.02 CRITERIA DESCRIPTION	ICLS PREMIER 1 CRITERIA	ICLS PREMIER 2 CRITERIA
GENERAL MANAGER	A	A
<ol style="list-style-type: none"> 1. The Licence Applicant / Licensee / Exemption holder must have appointed a General Manager being responsible for running its daily business (operative matters). 2. The appointment must have been done by the appropriate body of the Licence Applicant / Licensee / Exemption holder. 		
<p>DOCUMENTS TO SUBMIT</p> <ol style="list-style-type: none"> 1. Contract / Appointment Letter 2. Job Description 3. CV / Resume 		

P.03 CRITERIA DESCRIPTION	ICLS PREMIER 1 CRITERIA	ICLS PREMIER 2 CRITERIA
FINANCE OFFICER	A	A
<ol style="list-style-type: none"> 1. The Licence Applicant / Licensee / Exemption holder must have appointed a qualified Finance Officer being responsible for its financial matters. 2. The Finance Officer must hold as a minimum of one of the following qualifications: <ol style="list-style-type: none"> a) A diploma from Institute of Chartered Accountants of India; or b) Bachelorsdegree in Finance; or c) a “recognition of competence” issued by the Licensor based on practical experience in financial matters of at least 3 years. 		
<p>DOCUMENTS TO SUBMIT</p> <ol style="list-style-type: none"> 1. Contract / Appointment Letter 2. Job Description 3. CV / Resume 		

<p>4. Certificate / Degree</p> <p>5. Recognition of Competence (If Any)</p>

P.04 CRITERIA DESCRIPTION	ICLS PREMIER 1 CRITERIA	ICLS PREMIER 2 CRITERIA
SECURITY OFFICER	A	B
<p>1. The Licence Applicant / Licensee / Exemption holder must have appointed a qualified Security Officer being responsible for safety and security matters.</p> <p>2. The Security Officer must hold as a minimum of one of the following qualifications:</p> <p>a) a certificate as policeman or security person according to national law, or;</p> <p>b) a safety and security diploma based on a specific course issued by a government recognised organisation, or;</p> <p>c) a “recognition of competence” approved by the AIFF, which is based on the participation in specific safety and security course and at least one (1) year experience in such matters.</p>		
<p>DOCUMENTS TO SUBMIT</p> <p>1. Contract / Appointment Letter</p> <p>2. Job Description</p> <p>3. CV / Resume</p> <p>4. Certificate / Degree / ID Card (e.g Police, Army)</p> <p>5. Recognition of Competence (If Any)</p>		

P.05 CRITERIA DESCRIPTION	ICLS PREMIER 1 CRITERIA	ICLS PREMIER 2 CRITERIA
MEDIA OFFICER	A	A
<p>1. The Licence Applicant / Licensee / Exemption holder must have appointed a qualified Media Officer being responsible for media matters and managing the website.</p> <p>2. The Media Officer must hold as a minimum one of the following qualifications:</p>		

<ul style="list-style-type: none"> a) diploma in journalism; b) a “recognition of competence” approved by the AIFF, which requires at least one (1) year experience in such matters.
<p>DOCUMENTS TO SUBMIT</p> <ul style="list-style-type: none"> 1. Contract / Appointment Letter 2. Job Description 3. CV / Resume 4. Certificate / Degree 5. Recognition of Competence (If Any)

P.06 CRITERIA DESCRIPTION	ICLS PREMIER 1 CRITERIA	ICLS PREMIER 2 CRITERIA
MEDICAL DOCTOR	A	B
<ul style="list-style-type: none"> 1. The Licence Applicant / Licensee / Exemption holder must have appointed at least one doctor who is responsible for medical support during matches and training as well as for doping prevention. 2. The medical doctor must have a valid medical Licence to practice medicine in India 3. The Medical Doctor must be duly registered with the AIFF. 		
<p>DOCUMENTS TO SUBMIT</p> <ul style="list-style-type: none"> 1. Contract / Appointment Letter 2. Job Description 3. CV / Resume 4. Certificate / Degree 5. Valid Licence 		

P.07 CRITERIA DESCRIPTION	ICLS PREMIER 1 CRITERIA	ICLS PREMIER 2 CRITERIA
PHYSIOTHERAPISTS	A	A
<ul style="list-style-type: none"> 1. The Licence Applicant / Licensee / Exemption holder must have appointed at least two (2) physiotherapists being responsible for medical treatment and massages for the first team and youth teams during trainings and matches. 		

<p>2. The physiotherapists must have a degree in Physiotherapy (minimum of 3 year program).</p> <p>3. In cases where an applicant has proven extensive experience as a physiotherapist at a first team football level but does not have the required qualifications (as mentioned in the above point), then the applicant maybe appointed subject to the Licence Applicant / Licensee / Exemption holder submitting the candidate’s detailed resume for approval, to AIFF.</p> <p>4. The Physiotherapist must be duly registered with the AIFF.</p>
<p>DOCUMENTS TO SUBMIT</p> <ol style="list-style-type: none"> 1. Contract / Appointment Letter 2. Job Description 3. CV / Resume 4. Certificate / Degree

P.08 CRITERIA DESCRIPTION	ICLS PREMIER 1 CRITERIA	ICLS PREMIER 2 CRITERIA
FIRST TEAM HEAD COACH	A	A
<p>1. The Licence Applicant / Licensee / Exemption holder must appoint a Head Coach responsible for all football technical matters of the first team.</p> <p>2. The Head Coach of First team must:</p> <p>(i) <u>For ICLS Premier 1 Licence</u></p> <ol style="list-style-type: none"> a) hold at least the AFC ‘Pro’ Coaching Certificate or its equivalence, recognised and approved by the AFC; b) hold a Recognition of Coaching Competence (RECC) issued by the AFC in compliance with the RECC regulations for cases where the Head Coach of the first team does not have the required certification as defined under (2.i.a) above or; c) already have started the required education course, recognized by AFC, to achieve the required diploma as defined under (2.i.a) above. <p>(ii) <u>For ICLS Premier 2 Licence</u></p>		

<p>a) hold at least the AFC ‘A’ Coaching Certificate or its equivalence recognised and approved by the AFC;</p> <p>b) hold a Recognition of Coaching Competence (RECC) issued by the AFC in compliance with the RECC regulations for cases where the Head Coach of the first team does not have the required certification as defined under (2.ii.a) above or;</p> <p>c) already have started the required education course, recognized by the AFC, to achieve the required diploma as defined under (2.ii.a) above.</p> <p>3. The Head Coach must be duly registered with the AIFF and undertaken by the appropriate body of the Licence Applicant / Licensee / Exemption holder.</p>
<p>DOCUMENTS TO SUBMIT</p> <ol style="list-style-type: none"> 1. Contract / Appointment Letter 2. Job Description 3. CV / Resume 4. Certificate 5. RECC Certificate and/or proof of ongoing course as defined under (2.c) of this criteria

P.09 CRITERIA DESCRIPTION	ICLS PREMIER 1 CRITERIA	ICLS PREMIER 2 CRITERIA
ASSISTANT COACH OF FIRST TEAM	A	A
<p>1. The Licence Applicant / Licensee / Exemption holder must appoint an Assistant Coach assisting the Head Coach in all football technical matters of the first team.</p> <p>2. The Assistant Coach of First team must:</p> <p>(i) <u>For ICLS Premier 1 Licence</u></p> <p>a) hold at least the AFC ‘A’ Coaching Certificate or its equivalence, recognised and approved by the AFC;</p>		

- b) hold a Recognition of Coaching Competence (RECC) issued by the AFC in compliance with the RECC regulations for cases where the Assistant Coach of the first team does not have the required certification as defined under (2.i.a) above or;
 - c) already have started the required education course, recognized by the AFC, to achieve the required diploma as defined under (2.i.a) above.
- (ii) For ICLS Premier 2 Licence
- a) hold at least the AFC ‘B’ Coaching Certificate or its equivalence recognised and approved by AFC;
 - b) hold a Recognition of Coaching Competence (RECC) issued by the AFC in compliance with the RECC regulations for cases where the Assistant Coach of the first team does not have the required certification as defined under (2.ii.a) above or;
 - c) already have started the required education course, recognized by the AFC, to achieve the required diploma as defined under (2.ii.a) above.
 - d) Additionally, he may coach the reserve/developmental squads in the club
3. The Assistant Coach must be duly registered with the AIFF and undertaken by the appropriate body of the Licence Applicant / Licensee / Exemption holder.

- DOCUMENTS TO SUBMIT**
1. Contract / Appointment Letter
 2. Job Description
 3. CV / Resume
 4. Certificate
 5. RECC Certificate and/or proof of ongoing course as defined under (2.c) of this criteria

P.10 CRITERIA DESCRIPTION	ICLS PREMIER 1 CRITERIA	ICLS PREMIER 2 CRITERIA
HEAD OF YOUTH DEVELOPMENT	A	A
1. The Licence Applicant / Licensee / Exemption holder must appoint a Head of		

Youth Development (HYD) responsible for managing and implementing all aspects of youth development matters including the Youth Development Programme (YDP).

2. The Head of the Youth Development must:

- a) hold at least the AFC ‘A’ Coaching Certificate or its equivalence recognised and approved by AFC;
- b) hold a Recognition of Coaching Competence (RECC) issued by the AFC in compliance with the RECC regulations for cases where the Head of Youth Development does not have the required certification as defined under (2.a) above or;
- c) already have started the required education course, recognized by the AFC, to achieve the required diploma as defined under (2.a) above.
- d) have specific youth coaching experience and/or supplementary certification/qualification related to coaching and managing young players;
- e) have strong management and administration skills to ensure the efficient implementation of the programme, activities, roles and duties in collaboration with other relevant personnel.

3. The HYD must be duly registered with the AIFF and undertaken by the appropriate body of the Licence Applicant / Licensee / Exemption holder.

DOCUMENTS TO SUBMIT

- 1. Contract / Appointment Letter
- 2. Job Description
- 3. CV / Resume
- 4. Certificate
- 5. RECC Certificate and/or proof of ongoing course as defined under (2.c) of this criteria

P.11 CRITERIA DESCRIPTION	ICLS PREMIER 1 CRITERIA	ICLS PREMIER 2 CRITERIA
YOUTH COACHES	A	A

1. The Licence Applicant / Licensee / Exemption holder must have appointed atleast 3 Youth Coaches responsible for all football matters for each youth squad.
2. At least two (2) Youth Coach must:
 - a) hold at least the AFC ‘B’ Coaching certificate or its equivalence recognised and approved by the AFC;
 - b) hold a Recognition of Coaching Competence (RECC) issued by the AFC in compliance with the RECC regulations for cases where the Youth Coach does not have the required certification as defined under (2.a) above or;
 - c) already have started the required education course, recognized by the AFC, to achieve the required diploma as defined under (2.a) above.
 - d) have specific youth coaching experience and/or supplementary certification/qualification related to coaching and managing young players;
 - e) have strong competencies to ensure the efficient implementation of the technical programme to develop elite youth players in collaboration with other relevant personnel.
3. The other youth coaches must hold minimum the AFC ‘C’ Coaching certificate or its equivalence recognised and approved by the AFC.
4. The Youth Coaches must be duly registered with the AIFF and undertaken by the appropriate body of the Licence Applicant / Licensee / Exemption holder.

DOCUMENTS TO SUBMIT

1. Contract / Appointment Letter
2. Job Description
3. CV / Resume
4. Certificate
5. RECC Certificate and/or proof of ongoing course as defined under (2.c) of this criteria

P.12 CRITERIA DESCRIPTION	ICLS PREMIER 1 CRITERIA	ICLS PREMIER 2 CRITERIA
SAFETY AND SECURITY ORGANISATION	A	B

- STEWARDING		
<p>1. The Licence Applicant / Licensee / Exemption holder must have engaged qualified stewards to ensure safety and security at home matches. For this purpose, it must:</p> <p>a) employ the stewards; or</p> <p>b) conclude a written contract with the stadium owner providing the stewards; or an external security company providing stewards.</p>		
<p>DOCUMENTS TO SUBMIT</p> <p>1. Contract / Appointment Letter</p> <p>2. Job Description</p> <p>3. CV / Resume / Company Profile</p> <p>4. Valid Registration Certificate</p>		

P.13 CRITERIA DESCRIPTION	ICLS PREMIER 1 CRITERIA	ICLS PREMIER 2 CRITERIA
RIGHTS, RESPONSIBILITIES AND DUTIES	A	A
<p>The rights, responsibilities and duties of the Licence Applicant / Licensee / Exemption holder's staff members described in these regulations must be defined in writing.</p>		
<p>DOCUMENTS TO SUBMIT</p> <p>Rights, responsibilities and duties of all the Staff Members</p>		

P.14 CRITERIA DESCRIPTION	ICLS PREMIER 1 CRITERIA	ICLS PREMIER 2 CRITERIA
DUTY OF REPLACEMENT DURING THE LICENSING	A	A

SEASON
<p>1. If a function defined in these regulations becomes vacant during the licensing season, the Licensee / Exemption holder must ensure that, within a period of a maximum of sixty (60) days, the function is taken over by someone who holds the required qualification.</p> <p>2. In the event that a function becomes vacant due to illness or accident, the Licensor may grant an extension to the sixty (60) day period only if reasonably satisfied that the person concerned is still medically unfit to resume duties.</p> <p>3. The occurrence of vacancy and replacement must be notified to the Licensor within seven (7) working days of the respective event.</p> <p>4. Compliance of this criteria will depend on the adherence of the requirements of this criteria for the period starting from the commencement of Club Licensing process of 2021-22 season till the announcement of commencement of Club Licensing process for 2022-23 season.</p>
<p>DOCUMENTS TO SUBMIT</p> <p>1. Declaration stating the adherence of all the points mentioned in this criteria</p> <p>2. Filling up the Club Information online sheet, hosted by AIFF, on a regular basis</p>

P.15 CRITERIA DESCRIPTION	ICLS PREMIER 1 CRITERIA	ICLS PREMIER 2 CRITERIA
LEGAL ADVISOR	B	C
<p>1. The Licence Applicant / Licensee / Exemption holder must appoint a qualified legal advisor who is responsible to handle all legal matters in the Licence Applicant / Licensee / Exemption holder's activities.</p> <p>2. The legal advisor shall have the necessary legal qualifications.</p>		
<p>DOCUMENTS TO SUBMIT</p> <p>1. Contract / Appointment Letter</p> <p>2. Job Description</p> <p>3. CV / Resume</p> <p>4. Certificate / Licence</p>		

P.16 CRITERIA DESCRIPTION	ICLS PREMIER 1 CRITERIA	ICLS PREMIER 2 CRITERIA
CLUB TECHNICAL DIRECTOR	B	C
<p>1. The Licence Applicant / Licensee / Exemption holder must employ a Club Technical Director.</p> <p>2. He should have at least an AFC ‘A’ Coaching certificate or its equivalence recognised and approved by AFC and supplementary qualities like an extensive playing and work experience at the professional club level, or have been a long serving dedicated member of the club as a player, coach, manager or advisor.</p> <p>3. He must have strong management skills, visionary and lead the technical development of the club.</p> <p>4. He shall be responsible for but not limited to the following:</p> <ul style="list-style-type: none"> a) establish and/or implement Club Philosophy; b) establish Youth and Player Development Structures and Programmes; c) ensure technical standards are maintained and enhanced; d) monitor and evaluate all technical and developmental programmes; e) talent scouting; f) management of Club’s Youth Academies; g) recruitment and management of coaches and talent scouts; h) management of match analysis processes. 		
<p>DOCUMENTS TO SUBMIT</p> <ul style="list-style-type: none"> 1. Contract / Appointment Letter 2. Job Description 3. CV / Resume 4. Certificate 		

P.17 CRITERIA DESCRIPTION	ICLS PREMIER 1 CRITERIA	ICLS PREMIER 2 CRITERIA
FIRST TEAM	B	C

GOALKEEPER COACH		
<p>1. The Licence Applicant / Licensee / Exemption holder must have appointed a qualified Goalkeeper Coach with a valid coaching diploma/licence for the first team.</p> <p>2. The Goalkeeper Coach must have:</p> <p>a) at least the AFC Goalkeeping Level 3 Coaching certificate or its equivalence recognised and approved by the AFC</p> <p>b) hold a Recognition of Coaching Competence (RECC) issued by the AFC in compliance with the RECC regulations for cases where the Goalkeeper Coach of the first team does not have the required certification as defined under (2.a) above or;</p> <p>c) already have started the required education course, recognized by the AFC, to achieve the required diploma as defined under (2.a) above.</p>		
DOCUMENTS TO SUBMIT		
<ol style="list-style-type: none"> 1. Contract / Appointment Letter 2. Job Description 3. CV / Resume 4. Certificate 		

P.18 CRITERIA DESCRIPTION	ICLS PREMIER 1 CRITERIA	ICLS PREMIER 2 CRITERIA
FIRST TEAM FITNESS COACH	B	C
<p>1. The Licence Applicant / Licensee / Exemption holder must employ a qualified Fitness Coach for the first team.</p> <p>2. The Fitness Coach must have:</p> <p>a) at least the AFC Fitness Level 2 Coaching certificate or its equivalence recognised and approved by the AFC</p> <p>b) hold a Recognition of Coaching Competence (RECC) issued by the AFC in compliance with the RECC regulations for cases where the Goalkeeper Coach of the first team does not have the required certification as defined under (2.a) above or;</p> <p>c) already have started the required education course, recognized by the AFC, to achieve the required diploma as defined under (2.a) above.</p>		
DOCUMENTS TO SUBMIT		

<ol style="list-style-type: none"> 1. Contract / Appointment Letter 2. Job Description 3. CV / Resume 4. Certificate
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P.19 CRITERIA DESCRIPTION	ICLS PREMIER 1 CRITERIA	ICLS PREMIER 2 CRITERIA
MARKETING OFFICER	B	C
<p>The Licence Applicant / Licensee / Exemption holder should have in its organizational structure, the role of a Marketing Officer that could be a full time employee or an external company appointed by the Licence Applicant / Licensee / Exemption holder.</p> <p>The candidate will be identifying possible commercial revenue opportunities for the Club, working closely with those related for the Finance and Media/PR activities of the Club.</p> <p>The main responsibilities of the Commercial / Marketing Officer are to:</p> <ul style="list-style-type: none"> - Develop commercial revenue plans; - Identify potential commercial sponsors and building relations with them; - Manage relations with commercial sponsors; - Manage the merchandising revenues of the Club. - Event management; - Management of stadium related commercial activities. <p>The main duties of that role would also be to comply with all sponsorship requirements and commitments. The roles and responsibilities of the person fulfilling this position must be set out in a job description.</p>		
<p>DOCUMENTS TO SUBMIT</p> <ol style="list-style-type: none"> 1. Contract / Appointment Letter 2. Job Description 3. CV / Resume / Company Profile 4. Certificate 5. Marketing Plan for the upcoming season 		

Article 17 : LEGAL CRITERIA

1. Introduction

The below are the minimum legal criteria to be fulfilled by Licence Applicant / Licensee / Exemption holder.

2. Criteria

L.01 CRITERIA DESCRIPTION	ICLS PREMIER 1 CRITERIA	ICLS PREMIER 2 CRITERIA
DECLARATION IN RESPECT OF THE PARTICIPATION IN AFC AND NATIONAL CLUB COMPETITIONS	A	A
<p>1. The Licence Applicant must submit a legally-valid declaration which confirms that:</p> <ul style="list-style-type: none"> a) it recognises as legally binding the statutes, rules and regulations and decisions of FIFA, the AFC, the AIFF and, if it exists as a separate legal entity, of the national league b) it recognises the exclusive jurisdiction of the Court of Arbitration for Sport (domiciled in Lausanne, Switzerland) for any dispute of international dimension and in particular involving FIFA and/or the AFC; c) it recognises the prohibition on recourse to ordinary courts under the FIFA and AFC Statutes; d) at national level, it will play in competitions that are recognised and endorsed by AIFF (e.g. I-League, Indian Super League, Super Cup); e) at international level, it will participate in competitions recognised and endorsed by the AFC and/or FIFA. To avoid any doubt, this provision does not relate to friendly matches; f) it undertakes to abide by and observe the provisions and conditions of the Indian Club Licensing Regulations; g) its reporting perimeter is defined in accordance with Article 18.1.3 of these regulations and it will be accountable for any consequences of an entity included in the reporting perimeter not abiding by and observing this declaration. h) all submitted documents are complete and correct; i) it authorises the competent Licensor and the AFC to examine documents and seek information and, in the event of any appeal procedure, to seek information from any relevant public authority or private body according to national law; and 		

<p>j) it acknowledges that the AFC reserves the right to execute compliance audits at national level, in accordance with Article 10.1.</p> <p>2. This declaration must be executed by an authorised signatory no more than three (3) months prior to the corresponding deadline for its submission to the Licensor.</p>
<p>DOCUMENTS TO SUBMIT</p> <p>Declaration as required in this criteria</p>

L.02 CRITERIA DESCRIPTION	ICLS PREMIER 1 CRITERIA	ICLS PREMIER 2 CRITERIA
LEGAL DOCUMENTS	A	A
<p>1. The Licence Applicant / Licensee / Exemption holder must submit the following documents:</p> <p>a) a copy of its current company articles, constitution, statutes or similar-type governing document;</p> <p>b) an extract from a public register (e.g. trade register) which demonstrates that the Licence Applicant / Licensee / Exemption holder is a legal entity which contains the following information:</p> <ul style="list-style-type: none"> i) registered name; ii) popular name; iii) address of headquarters; iv) legal form; v) list of authorised signatories; vi) type of signature (e.g. individual, collective). <p>c) Proof of due and valid registration and ownership or right to usage of all intellectual property (trademarks, copyright for logos and/or brand name).</p>		
<p>DOCUMENTS TO SUBMIT</p> <ul style="list-style-type: none"> • Certificate of Incorporation / Registration • Articles of Association & Memorandum of Association / Constitution & Statutes • Documents as proof of due and valid registration and ownership or right to usage of all intellectual property (trademarks, copyright for logos and/or brand name) pertaining to the logo (s) and/or brand name of the club, under which 		

the football team participates in National and AFC club competitions. In the event that the Licence Applicant / Licensee / Exemption holder is unable to furnish details of due and valid registration/ownership or any Licence agreement granting the Licence Applicant / Licensee / Exemption holder the right to use such properties, the Licence Applicant / Licensee / Exemption holder may also submit proof of application for securing the same which has been submitted to authorities and is pending before authorities.

- Declaration signed by an authorized signatory duly authorised by such number of shareholders/members who hold 51% or more of the shares and control of the Licence Applicant / Licensee / Exemption holder (applicable in case of a company), or control of the Licence Applicant / Licensee / Exemption holder (applicable in case of a trust, society or partnership) that the documents submitted for ICLR Criteria L.02 A are valid

L.03 CRITERIA DESCRIPTION	ICLS PREMIER 1 CRITERIA	ICLS PREMIER 2 CRITERIA
OWNERSHIP AND CONTROL OF CLUBS	A	A
<p>1. The Licence Applicant / Licensee / Exemption holder must submit a legally-valid declaration outlining the ownership structure and control mechanism of the Club. Such declaration should ensure conformity with the conditions set out below.</p> <p>No natural or legal person involved in the management, administration and/or sporting performance of the club, either directly or indirectly:</p> <ol style="list-style-type: none"> holds or deals in the securities or shares that allows such person to exercise significant influence in the activities of any other club participating in the same competition; holds a majority of the shareholders’ voting rights of any other club participating in the same competition; has the right to appoint or remove a majority of the members of the administrative, management or supervisory body of any other club participating in the same competition; is a shareholder and alone controls a majority of the shareholders’ voting rights of any other club participating in the same competition pursuant to an agreement entered into with other shareholders of the club in question; is a member of any other club participating in the same competition; 		

<p>f) is involved in any capacity whatsoever in the management, administration and/or sporting performance of any other club participating in the same competition; and</p> <p>g) has any power whatsoever over the management, administration and/or sporting performance of any other club participating in the same club competition.</p> <p>2. These declarations must be executed by an authorised signatory no more than three (3) months prior to the corresponding deadline for its submission to the Licensor.</p>
<p>DOCUMENTS TO SUBMIT</p> <ol style="list-style-type: none"> 1. Declaration as required in this criteria 2. Latest valid list of Shareholders with shareholding pattern 3. Latest valid list of Executive / Board members with designations 4. Latest valid list of Authorised signatories with supporting documents 5. Declaration signed by an authorized signatory duly authorised by such number of shareholders/members who hold 51% or more of the shares and control of the Licence Applicant / Licensee / Exemption holder (applicable in case of a company), or control of the Licence Applicant / Licensee / Exemption holder (applicable in case of a trust, society or partnership) that the documents submitted for ICLR Criteria L.03 A are valid

L.04 CRITERIA DESCRIPTION	ICLS PREMIER 1 CRITERIA	ICLS PREMIER 2 CRITERIA
LEGAL GROUP STRUCTURE AND ULTIMATE CONTROLLING PARTY	A	A
<p>1. The Licence Applicant / Licensee / Exemption holder must provide the Licensor with information on the legal Group structure at the Statutory Closing Date prior to the deadline for the submission of the application to the Licensor. It must be presented in a chart and duly approved by management. The Licensor must be informed of any changes there may have been to the legal Group structure during the period between the Statutory Closing Date and the submission of the chart to the Licensor.</p> <p>2. This document must clearly identify and include information on:</p>		

- a) the Licence Applicant / Licensee / Exemption holder and, if different, the Registered Member of the AIFF/AFC Member Association;
 - b) any Subsidiary of the Licence Applicant / Licensee / Exemption holder and, if different, the Registered Member of the AIFF/AFC Member Association;
 - c) any Associate entity of the Licence Applicant / Licensee / Exemption holder and, if different, the Registered Member of the AIFF/AFC Member Association;
 - d) any direct or indirect Controlling entity of the Licence Applicant / Licensee / Exemption holder, up to and including the ultimate Controlling party;
 - e) any party that has 10% or greater direct or indirect ownership of the Licence Applicant / Licensee / Exemption holder, or 10% or greater voting rights;
 - f) any party with a Significant Influence over the Licence Applicant / Licensee / Exemption holder;
 - g) any other football club, in respect of which any of the parties identified in (a) to (f) or any of their key management personnel have any ownership interest, voting rights, and/or any involvement or influence whatsoever in relation to the governance of its financial and operating policies; and
 - h) The reporting perimeter as defined in Article 18.1.3 of these regulations must also be clearly identified in the document.
3. If deemed relevant the Licensor may request the Licence Applicant/Licensee to provide additional information other than that listed above (e.g. information about any subsidiaries and/or Associates of the ultimate Controlling entity and/or direct Controlling entity).
4. The following information must be provided in relation to all entities included in the legal Group structure:
- a) Name of legal entity;
 - b) Type of legal entity;
 - c) Main activity of legal entity; and
 - d) Percentage of ownership interest (and, if different, percentage of voting power held).
5. For any Subsidiary of the Licence Applicant/Licensee and, if different, the Registered Member of the AIFF/AFC Member Association, the following information must also be provided:
- a) Share capital;
 - b) Total assets;
 - c) Total revenues; and
 - d) Total equity.

DOCUMENTS TO SUBMIT

Legally valid declaration, signed by the authorised signatory of the club

L.05 CRITERIA DESCRIPTION	ICLS PREMIER 1 CRITERIA	ICLS PREMIER 2 CRITERIA
WRITTEN CONTRACT WITH PROFESSIONAL PLAYERS	A	A
<p>The professional players of the Licence Applicant / Licensee / Exemption holder must have a written contract with the Licence Applicant / Licensee / Exemption holder in accordance with the relevant provisions of the FIFA Regulations for the Status and Transfer of Players and shall incorporate all key provisions required by the national law and of FIFA, the AFC, and the AIFF.</p>		
<p>DOCUMENTS TO SUBMIT</p> <ul style="list-style-type: none"> Professional Contracts of a minimum of 20 Registered players of the First team for the upcoming season (2021-22) in AIFF CRS Valid Passport of all the Registered players of the First team for the upcoming season (2021-22) in AIFF CRS 		

L.06 CRITERIA DESCRIPTION	ICLS PREMIER 1 CRITERIA	ICLS PREMIER 2 CRITERIA
DISCIPLINARY CODE AND CODE OF CONDUCT FOR PLAYERS AND OFFICIALS	B	B
<p>1. The Licence Applicant / Licensee / Exemption holder establishes a legally binding code of conduct for players and officials in compliance with the national law, and the Statutes of FIFA, the AFC and the AIFF.</p> <p>2. The code of conduct should be supplemented by a legally binding disciplinary regulation under which the infringement of the code of conduct, club rules, club regulations, and club decisions shall be prosecuted and sanctions may be applied.</p>		
<p>DOCUMENTS TO SUBMIT</p>		

1. Disciplinary Code and Code of Conduct for Players and Officials of the Club
2. Information about the Code – Drafting Committee, Regulations referred (if any), date of enforcement (with minutes of the board meeting)

Article 18 : FINANCIAL CRITERIA

1. Introduction

1. The financial criteria relate to:
 - a) historic financial information about a club's financial performance and position; and
 - b) future financial information about a club's future prospects.
2. To facilitate the implementation of the financial criteria, historic financial information may be prepared on the basis of Indian accounting practice requirements.
3. Reporting Entity/Entities and reporting perimeter:-
 - a) The Licence Applicant determines and provides to the Licensor the reporting perimeter, i.e. the entity or combination of entities in respect of which financial information (e.g. single entity, consolidated or combined financial statements) has to be provided.
 - b) The reporting perimeter must include:
 - i. the Licence Applicant and, if different, the Registered Member of the AIFF Member Association;
 - ii. any Subsidiary of the Licence Applicant and, if different, the Registered Member of the AIFF Member Association;
 - iii. any other entity included in the legal Group structure which generates revenues and/or performs services and/or incurs costs in respect of the football activities defined in paragraph c) iii. to x. below;
 - iv. any entity, irrespective of whether it is included in the legal Group structure, which generates revenues and/or performs services and/or incurs costs in respect of football activities as defined in paragraph c) i. and ii. below.
 - c) Football activities include:
 - i. employing/engaging personnel (as defined in Criteria F.04) including payment of all forms of consideration to employees arising from contractual or legal obligations;

- ii. acquiring/selling players’ registrations (including loans);
- iii. ticketing;
- iv. sponsorship and advertising;
- v. broadcasting;
- vi. merchandising and hospitality;
- vii. club operations (e.g. administration, matchday activities, travel, scouting, etc.);
- viii. financing (including financing secured or pledged against the assets of the Licence Applicant);
- ix. use and management of Stadium and Training Facilities; and
- x. youth sector.

d) An entity may be excluded from the reporting perimeter only if:

- i. its activities are entirely unrelated to the football activities defined in paragraph c) above and/or the locations, assets or brand of the football club; or
- ii. it is immaterial compared with all the entities that form the reporting perimeter and it does not perform any of the football activities defined in paragraph c) i. and ii. above; or
- iii. the football activities it performs are already entirely reflected in the financial statements of one of the entities included in the reporting perimeter.

e) The Licence Applicant must submit a declaration by an authorised signatory which confirms:

- i. that all revenues and costs related to each of the football activities indicated in paragraph 3.c) above. have been included in the reporting perimeter and provide a detailed explanation should this not be the case; and
- ii. whether any entity included in the legal Group structure has been excluded from the reporting perimeter, justifying any such exclusion with reference to paragraph 3.d) above.

2. Criteria

F.01 CRITERIA DESCRIPTION	ICLS PREMIER 1 CRITERIA	ICLS PREMIER 2 CRITERIA
ANNUAL FINANCIAL STATEMENTS - AUDITED	A	A
Regardless of the legal structure of the Licence Applicant / Licensee / Exemption holder, annual financial statements based on the local legislation for incorporated companies shall be prepared and audited by independent auditors.		

The annual financial statements shall meet the minimum disclosure requirements and accounting principles defined by this regulation.

Alternative 1:

If the audited annual financial statements meet the minimum disclosure requirements and accounting principles defined by these regulations, then no further supplementary information has to be provided.

Alternative 2:

If the audited annual financial statements do not meet the minimum disclosure requirements and accounting principles defined by these regulations, then supplementary information must be prepared by the Licence Applicant / Licensee / Exemption holder and assessed by the auditor.

CRITERION F.01

Annual Financial Statement – Audited

REPORTING PERIOD

The Licence Applicant / Licensee / Exemption holder must submit audited annual financial statements (and, if required to meet the criterion, *supplementary information*) in respect of the *statutory closing* date immediately prior to the *deadline for submission of the application to the Licensor* and prior to the *deadline for submission of the list of licensed clubs to AFC*.

INFORMATION TO BE PREPARED BY THE LICENCE APPLICANT / LICENSEE / EXEMPTION HOLDER

INTRODUCTION

It is the responsibility of the Licensor to define the Licence Applicant / Licensee / Exemption holder according to the statutes and regulations of the AIFF and in accordance with the national law. It is the responsibility of the Licence Applicant / Licensee / Exemption holder to determine the reporting entity (or combination of entities) in respect of which financial information is required to be provided (Article 18.3 of these regulations). In turn, the Licensor must assess whether, in respect of each Licence Applicant / Licensee / Exemption holder, the selected reporting entity is appropriate for club licensing purposes.

Licence Applicant / Licensee / Exemption holder must prepare annual financial statements based on the accounting standards required by the Indian laws for incorporated companies –or IFRS (as applicable)

For the purpose of club licensing requirements, the audited annual financial statements must consist of:

- a) A balance sheet;
- b) A profit and loss account;
- c) A cash flow statement;
- d) Notes, comprising a summary of significant *accounting policies* and other explanatory notes; and
- e) A financial review by management.

Each component of the annual financial statements shall be identified clearly. In addition, the following information shall be displayed prominently, and repeated where necessary within the financial statements, for a proper understanding of the information presented:

- a) The name (and legal form), domicile and business address of the reporting entity and any change in that information from the preceding statutory closing date;
- b) Whether the financial information covers the individual Licence Applicant / Licensee / Exemption holder or a Group of entities or some other combination of entities and to describe the structure and composition of any such *Group* or combination;
- c) The statutory closing date and the period covered by the financial information (for both current and comparative information); and
- d) The presentation currency.

The annual financial statements must be approved by management and this must be evidenced by way of a brief statement and signature on behalf of the executive body of the reporting entity.

MINIMUM REQUIREMENTS FOR THE CONTENT OF ANNUAL FINANCIAL STATEMENTS

Notwithstanding the requirements of Indian accounting practice or IFRS, the financial criteria do require Licence Applicant / Licensee / Exemption holder to present a specific minimum level of historic financial information to the Licensor. This manual sets out the minimum requirements for the content of annual financial information.

Other than in respect of player accounting matters, this manual does not prescribe the basis for recognition and measurement of transactions and other events; as such matters are addressed by Indian accounting practice and/or IFRS.

If audited annual financial statements meet the minimum disclosure requirements and accounting principles defined by this manual, then no further supplementary information has to be provided to the Licensor, unless the Licensor requests otherwise.

SUPPLEMENTARY INFORMATION

If the minimum requirements for the content and accounting are not met in the audited annual financial statements, then the Licence Applicant / Licensee / Exemption holder must prepare supplementary information in order to meet the minimum information requirements. Together, the audited annual financial statements and the supplementary information comprise the annual financial information that is submitted to the Licensor.

The content and presentation of the supplementary information, if required at all, will vary amongst the different Licence Applicant / Licensee / Exemption holders depending on the amount of information already disclosed in the separate audited annual financial statements. For example, the supplementary information document might simply include a certain disclosure note, or notes, not otherwise included in the audited financial statements.

For some Licence Applicant / Licensee / Exemption holder, the supplementary information document might be more extensive and might have to include a full balance sheet, profit and loss account, cash flow statement and associated notes if these are not required by the relevant national law for incorporated companies or if, for example, there is a requirement for the Licence Applicant / Licensee / Exemption holder to restate figures as set out in the accounting requirements for player registration costs.

The supplementary information must be prepared on a basis of accounting, and accounting policies, consistent with the annual financial statements. Financial information must be extracted from sources consistent with those used for the preparation of the annual financial statements. Where appropriate, disclosures in the supplementary information must agree to, or reconcile to, the relevant disclosures in the annual financial statements.

BALANCE SHEET

The minimum requirements for the content in respect of balance sheet items at the statutory closing date (and comparative figures in respect of the prior statutory closing date) are stated below.

Current assets

- a) *Cash and cash equivalents*;
- b) Accounts receivable from player transfers;
- c) Accounts receivable from Group entities and related parties(3);
- d) Accounts receivable - other;
- e) Inventories;

Noncurrent assets

- f) Tangible fixed assets(1);
- g) *Intangible assets* – players(1);
- h) Intangible assets – others(1);
- i) Investments (2);

Total Assets**Current liabilities**

- j) Bank overdrafts and loans;
- k) Accounts payable relating to player transfers;
- l) Accounts payable to Group entities and other related parties(3);
- m) Accounts payable - other;
- n) Tax liabilities;
- o) Short term provisions (4);

Noncurrent liabilities

- p) Bank and other loans
- q) Other long term liabilities;
- r) Tax liabilities;
- s) Long term provisions (4);

Total liabilities**Net assets/(liabilities)**

- t) Net assets/liabilities (5);

Equity

- u) Treasury shares (own shares);
- v) issued capital and reserves.(6)

Management may consider that line items (a) to (v) are best presented on the face of the balance sheet and the additional information (described below) in notes.

The minimum information requirements in respect of certain balance sheet items shall also include the following:

(1) In respect of each of tangible fixed assets and intangible assets, a reconciliation of the carrying amount at the beginning and end of the period, showing additions, disposals, revaluations, impairment, depreciation/*amortisation* and any other changes.

(2) Investments shall include investments in subsidiaries, jointly controlled entities and associates.

In respect of investments in subsidiaries, jointly controlled entities and associates, as a minimum, the following information must be disclosed for each investment:

- i. The name;
- ii. Country of incorporation or residence;
- iii. Type of business/operations of the entity;
- iv. Proportion of ownership interest;
- v. If different, proportion of voting power held; and
- vi. A description of the method used to account for the investments.

(3) Sub-classification of the total balance receivable to disclose separately amounts receivable from Group entities and amounts receivable from other *related parties*; and, sub-classification of the total balance payable to disclose separately amounts payable to Group entities and amounts payable to other related parties.

(4) For each class of provision, disclose the carrying amount at the beginning and end of the period, the amount utilised and any amount released, or credited, in the period.

(5) The net assets/liabilities figure, being the aggregate of total assets less total liabilities, is used to determine whether or not the Licence Applicant / Licensee / Exemption holder is in breach of indicator IND.03 as described in the section of definition of indicators in the regulations.

(6) Sub-classification of the total balance of issued capital and reserves to disclose separately share capital, share premium, other reserves and retained earnings.

PROFIT AND LOSS ACCOUNT

The minimum requirements for the content in respect of profit and loss account (sometimes referred to as an income and expenditure statement) items for the financial year (and comparative figures in respect of the prior financial year) are stated below.

Revenue

- a) Gate receipts;
- b) Sponsorship and advertising;
- c) Broadcasting rights;
- d) Commercial;
- e) Other operating income;

Expenses

- f) Cost of sales/materials;
- g) *Employee benefits* expense;
- h) Depreciation and amortization (1);
- i) Impairment of fixed assets (2);
- j) Other operating expenses.

Other

- l) profit/loss on disposal of assets (3);
- m) Finance costs;
- n) Tax expense;
- o) Profit or loss after taxation.

The minimum information requirements in respect of certain profit and loss account items also include the following:

- (1) Separate disclosure required of depreciation of tangible fixed assets, amortization of player registration costs and amortisation of other intangible assets.
- (2) Separate disclosure required of impairment of player registration costs and impairment of other tangible or intangible fixed assets.
- (3) Separate disclosure required of profit or loss from disposal of player registrations and profit or loss from disposal of other tangible or intangible fixed assets.

CASH FLOW STATEMENT

A cash flow statement, when used in conjunction with the rest of the financial statements, provides information that enables users to evaluate the changes in net assets/liabilities of an entity, its financial structure (including its liquidity and solvency) and its ability to manage the amounts and timing of cash flows in order to adapt to changing circumstances and opportunities.

The cash flow statement shall report cash flows for the financial year (and comparatives for the prior financial year) classified separately by operating, investing and financing activities, in a manner which management consider most appropriate.

The components of *cash and cash equivalents* shall be disclosed and there shall be presented a reconciliation of the amounts in the cash flow statement with the equivalent items reported in the balance sheet.

NOTES TO THE FINANCIAL STATEMENTS

Notes to the annual financial statements shall be presented in a systematic manner. Each item on the face of the balance sheet, profit and loss account and cash flow statement shall be cross-referenced to any related information in the notes. The minimum requirements for disclosure in notes are as follows:

a) Accounting policies

The basis of preparation of the financial statements and a summary of the significant accounting policies used.

b) Controlling party

When the reporting entity is controlled by another party, there must be disclosure of the *related party* relationship and the name of that party and, if different, that of the ultimate controlling party. If the controlling party or ultimate controlling party of the reporting entity is not known, that fact shall be disclosed. This information shall be disclosed irrespective of whether any transactions have taken place between the controlling parties and the reporting entity.

c) Related party transactions

If there have been transactions between related parties during the period, the reporting entity shall disclose the nature of the related party relationship, as well as information about the transactions during the period and outstanding balances at the period end, necessary for an understanding of the potential effect of the relationship on the financial statements.

At a minimum, disclosures must include:

- i. The amount of the transactions;
- ii. The amount of outstanding balances and:
 - Their terms and conditions, including whether they are secured, and the nature of the consideration to be provided in settlement; and
 - Details of any guarantees given or received;
- iii. Provisions for doubtful debts related to the amount of outstanding balances; and
- iv. The expense recognized during the period in respect of bad or doubtful debts due from related parties.

d) Pledged assets and assets under reservation of title

Disclose the existence and amounts of restrictions on title, and property, plant and equipment pledged as security for liabilities or guarantees.

e) Contingent liabilities

Unless the possibility of any outflow in settlement is remote, the reporting entity shall disclose for each class of contingent liability at the statutory closing date a brief description of the nature of the contingent liability and, where practicable:

- i. an estimate of its financial effect;
- ii. An indication of the uncertainties relating to the amount or timing of any outflow;
and
- iii. The possibility of any reimbursement.

f) Other disclosure

Any additional information or disclosure that is not presented on the face of the balance sheet, profit and loss statement or cash flow statement, but is relevant to an understanding of any of those statements and/or is required to meet the minimum financial information requirements.

FINANCIAL REVIEW BY MANAGEMENT

The annual financial statements must include a financial review or commentary by the management (sometimes referred to as a management review or directors' report) that describes and explains the main features of the reporting entity's financial performance and financial position and the principal risks and uncertainties it faces.

The annual financial statements must also include the names of persons who were members of the executive or board of directors, and supervisory bodies of the reporting entity at any time during the year.

ACCOUNTING REQUIREMENTS FOR PLAYER REGISTRATION COSTS

Notwithstanding that each Licence Applicant / Licensee / Exemption holder has to prepare audited annual financial statements as per the Indian Accounting Standards for incorporated companies or IFRS, the manual does include a specific accounting requirement in relation to player registration costs carried as intangible fixed assets.

Player transfers are a particular feature of the football industry. The accounting treatment adopted by Licence Applicant / Licensee / Exemption holder in respect of player registration costs can have a significant impact on the reported financial results and financial position.

Therefore, AFC considers that certain minimum accounting requirements must be applied by Licence Applicant / Licensee / Exemption holder for the purpose of club licensing and to have a common approach within the Asian football family.

The Licence Applicant / Licensee / Exemption holder that have to apply these minimum accounting requirements are those entities that capitalize costs relating to the acquisition of a player. For the avoidance of doubt, if a Licence Applicant / Licensee / Exemption holder has an accounting policy to expense player registration costs rather than capitalize them, and this is permitted as per the Indian Accounting Standards, there is no requirement for such entities to have to apply the minimum

accounting requirements set out below and they do not have to prepare restated figures.

The minimum accounting requirements for player registration costs are described as follows:

- a) For those Licence Applicant / Licensee / Exemption holder that capitalize costs relating to the acquisition of a player then, in respect of each individual player's registration, the *depreciable amount* must be allocated on a systematic basis over its useful life. This is achieved by the systematic allocation of the cost of the asset as an expense over the period of the player's contract.
- b) Only *direct costs of acquiring a player's registration* can be capitalized. For accounting purposes, the carrying value of an individual player must not be revalued upwards, even though management may believe market value is higher than carrying value. In addition, whilst it is acknowledged that a Licence Applicant / Licensee / Exemption holder may be able to generate some value from the use and/or transfer of local trained players, for accounting purposes, costs relating to an applicant's own youth sector must not be included in the balance sheet – as only the cost of players purchased is to be capitalized.
- c) Amortisation must begin when the player's registration is acquired. Amortisation shall cease at the earlier of the date that the asset is classified as held for sale or the date that the asset is derecognised (i.e. the registration is transferred to another club). In addition, the following principle must be applied: all capitalized player values must be reviewed individually each year by management for impairment. If the *recoverable amount* for an individual player is lower than the carrying amount on the balance sheet, the carrying amount must be adjusted to the recoverable amount and the adjustment charged to the profit and loss account as an impairment cost.

The Licensor shall ensure that each of its Licence Applicant / Licensee / Exemption holder applies consistent accounting policies in respect of players' registration costs. The Licence Applicant / Licensee / Exemption holder must prepare supplementary information (to be submitted to the Licensor) if the accounting requirements described in this sub-section are not met by the disclosures and accounting treatment in the audited annual financial statements. The supplementary information must include a restated balance sheet, profit and loss account and any associated notes to meet the requirements set out above.

There must also be included a note (or notes) reconciling the results and financial position shown in the supplementary information document to those shown in the annual audited financial statements (that were prepared under the Indian accounting practice). The restated financial information must be assessed by the auditor by way of agreed-upon procedures.

REQUIREMENT FOR PREPARATION OF A PLAYER IDENTIFICATION TABLE

Due to the specificity and, for many clubs, significance of player acquisition costs, Licence Applicant / Licensee / Exemption holder must prepare a player identification table. The player identification table is also a tool that can be used by management (and auditors) to reconcile the balance sheet and profit and loss account figures relating to player registrations to the underlying detail, and for annual impairment considerations.

The Licence Applicant / Licensee / Exemption holder that must prepare a player identification table are all those entities that capitalise costs relating to the acquisitions of players. For the avoidance of doubt, if a Licence Applicant / Licensee / Exemption holder, under Indian accounting practice, has an accounting policy to expense player registration costs rather than capitalise, or has no player registration costs arising in the period or brought forward, there is no requirement for such entities to have to prepare the player identification table.

The player identification table must be provided to the auditor. However, the player identification table does not need to be disclosed within the annual financial statements, nor does it have to be submitted to the Licensor.

The minimum information for the content of the player identification table in respect of each relevant player's registration held during the period is as follows:

- a) Name and date of birth;
- b) Start and end date of contract;
- c) The direct costs of acquiring the player's registration;
- d) Accumulated amortisation brought forward and as at the end of the period;
- e) Expense/amortisation in the period;
- f) Impairment cost in the period;
- g) Disposals (cost and accumulated amortisation);
- h) Net book value (carrying amount); and
- i) Profit/(loss) from disposal of player's registration.

The relevant players about whom details are required in the table are all those players whose registration is held by the Licence Applicant / Licensee / Exemption holder at any time during the period and some direct acquisition cost has been incurred (at some point in time in the period or prior periods) in respect of the player(s).

The following aggregate figures in the player identification table must be reconciled to the relevant figures in the balance sheet and profit and loss account in the audited annual financial statements.

- a) The aggregate of the amortisation of player registrations in the current period as shown in the player identification table must agree/reconcile to 'Amortisation of

player registrations’ (disclosed on the face of, or in a note to, the profit and loss account for the period);

b) The aggregate of impairment provisions made in the current period as shown in the player identification table must agree/reconcile to ‘Impairment of player registrations’ (disclosed on the face of, or in a note to, the profit and loss account for the period);

c) The aggregate of profit/(loss) on disposal of player registrations in the player identification table must agree/reconcile to ‘Profit/(loss) from disposal of player registrations’ (disclosed on the face of, or in a note to, the profit and loss account for the period);

d) The aggregate of the net book value of players’ registrations in the player identification table must agree/reconcile to the figure for ‘Intangible assets – players’ in the balance sheet (on the face or in the notes thereto) for the period end.

Note: For Licence Applicant / Licensee / Exemption holder who have restated player accounting figures to meet the accounting requirements of the manual, these aggregate figures from the player identification table must agree/reconcile to the restated figures in the annual financial information.

ASSESSMENT OF THE ANNUAL FINANCIAL STATEMENTS DETERMINATION OF THE AUDITOR

The Licence Applicant / Licensee / Exemption holder selects the *independent auditor*; independent in compliance with the ‘International Federation of Accountants (IFAC) Code of Ethics for Professional Accountants’ and is a member of the Institute of Chartered Accountants of India (ICAI). The Licence Applicant / Licensee / Exemption holder and the auditor enter into an engagement for the performance of the assessment procedures on the annual financial information prepared by management.

ASSESSMENT PROCEDURES

The annual financial statements must be audited by an independent auditor in accordance with either International Standards on Auditing or relevant national auditing standards or practices where these comply with, as a minimum, the requirements of International Standards on Auditing.

The auditors’ report must include a scope paragraph describing the nature of an audit, including a statement that the audit was conducted in accordance with International Standards on Auditing or in accordance with relevant national standards or practices as appropriate.

In turn, the Licensor inspects the submitted information and addresses the

consequences of any modifications to the audit report (compared to the normal form of unqualified report) and/or deficiencies compared to the minimum disclosure and accounting requirements. If the annual financial statements meet the minimum requirements for content and accounting defined by this manual, then no further supplementary information has to be provided, unless the Licensor requests otherwise.

If the annual financial statements do not meet the minimum requirements for content and accounting, then the Licence Applicant / Licensee / Exemption holder must prepare some supplementary information.

The supplementary information must then be assessed by the auditor by way of performance of, as a minimum, agreed-upon procedures. The auditor will provide a report of the factual findings of the agreed-upon procedures.

The agreed-upon procedures shall, as a minimum, include:

- a) Reading the supplementary information prepared by management;
- b) Making enquiries of management regarding the compilation of the supplementary information; and
- c) Comparing the supplementary information to the sources from which it was obtained.

‘Engagements to Perform Agreed-upon Procedures Regarding Financial Information’ provides guidance on the auditor’s professional responsibilities when an engagement to perform agreed-upon procedures is undertaken especially on the form and content of the report that the auditor issues in connection with such an engagement.

THE AUDITOR’S REPORT

The type of audit opinion provided will have implications for the Licensor’s own assessment of the

Licence Applicant / Licensee / Exemption holder’s audited annual financial statements.

The auditor shall review and assess the conclusions drawn from the audit evidence obtained, as the basis for the expression of an opinion on the financial statements. The auditor’s report shall contain a clear written expression of opinion on the financial statements taken as a whole.

The different types of auditor’s opinion are described below

An unqualified opinion shall be expressed when the auditor concludes that the financial statements give a true and fair view (or are presented fairly, in all material

respects) in accordance with the identified financial reporting framework (identifying the country of origin of the financial reporting framework when the framework used is not IFRS).

An auditor's report is considered to be modified in the following four situations:

- i. Emphasis of matter;
- ii. Qualified opinion;
- iii. Disclaimer of opinion; or
- iv. Adverse opinion.

Since the going concern assumption is a fundamental principle in the preparation of the financial statements, management of the Licence Applicant / Licensee / Exemption holder have a responsibility to assess the reporting entity's ability to continue as a going concern. In turn, the auditor's responsibility is to consider the appropriateness of management's use of the going concern assumption in the preparation of the financial statements, and consider whether there are material uncertainties about the reporting entity's ability to continue as a going concern that need to be disclosed in the financial statements.

Matters relating to going concern can give rise to modifications to the audit report (any of the items i) to iv) above) and will have implications for the Licensor's own assessment procedures (as set out in the section below).

LICENSOR DECISION

It is the responsibility of the Licensor to assess the annual financial statements (that may also include supplementary information) to form the basis for its licensing decision. As part of its assessment, the Licensor shall read and consider the annual financial statements and the auditor's report thereon.

The Licence must be refused:

- a) If the annual financial statements (that may also include supplementary information) are not submitted to the Licensor within the defined deadline.
- b) If the Licence Applicant / Licensee / Exemption holder submits annual financial statements (that may also include supplementary information) that do not meet the minimum requirements for the content and accounting.

Having read the auditor's report on the annual financial statements, the Licensor must assess it according to the points below:

- c) If the auditor's report has an unqualified opinion, without any modification, this provides a satisfactory basis for granting the Licence in respect of criterion F.01.
- d) If the auditor's report has a disclaimer of opinion or an adverse opinion, the Licence must be refused, unless a subsequent audit opinion without disclaimer of opinion or an adverse opinion is provided (in relation to another set of financial

statements for the same financial year, that meet the minimum requirements) and the Licensor is satisfied with the subsequent audit opinion.

e) If the auditor's report has, in respect of going concern, either an emphasis of matter or a qualified 'except for' opinion, the Licence must be refused, unless either:

- i. a subsequent audit opinion without going concern emphasis of matter or qualification is provided, in relation to the same financial year; or
- ii. additional documentary evidence demonstrating the Licence Applicant / Licensee / Exemption holder's ability to continue as a going concern until at least the end of the season to be licensed has been provided to, and assessed by, the Licensor to its satisfaction. The additional documentary evidence includes, but is not necessarily limited to, the information described in "Future financial information".

If the auditor's report in respect of the annual financial statements submitted in accordance with F.01 includes an emphasis of matter or a qualified 'except for' opinion in respect of going concern, then the Licence Applicant / Licensee / Exemption holder shall be in breach of indicator IND.01 (as set out in F.06). As a result, the Licensor must undertake more extensive assessment procedures in respect of criterion F.06 (Future financial information) and, if granted a Licence or Exemption, the Licensee / Exemption holder must also comply with criterion F.09 (Duty to update future financial information).

f) If the auditor's report has, in respect of a matter other than going concern, either an emphasis of matter or a qualified 'except for' opinion, then the Licensor must consider the implications of the modification for club licensing purposes.

The Licence may be refused, unless additional documentary evidence is provided, and assessed, to the satisfaction of the Licensor. The additional evidence that may be requested by the Licensor will be dependent on the reason for the modification to the audit report.

If the Licence Applicant / Licensee / Exemption holder provides supplementary information (according to alternative ii of this criterion) the Licensor shall additionally assess the auditor's report of the agreed-upon procedures in respect of the supplementary information.

- f) If the auditor's report of factual findings from the agreed-upon procedures includes reference to errors and/or exceptions found, the Licence may be refused.

<p>DOCUMENTS TO SUBMIT</p> <p>Audited Statements for financial year ending 31st March 2021, conforming to the requirements of this criteria</p> <p>Player Identification Table</p>
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F.02 CRITERIA DESCRIPTION	ICLS PREMIER 1 CRITERIA	ICLS PREMIER 2 CRITERIA
FINANCIAL STATEMENTS FOR THE INTERIM PERIOD – REVIEWED	A	B
<p>If the statutory closing date of the Licence Applicant / Licensee / Exemption holder is more than six (6) months before the Licensor’s deadline to submit the list of licensed clubs to AFC, then the Licence Applicant / Licensee / Exemption holder shall prepare and submit additional financial statements covering the interim period.</p> <p>1. If the financial statements for the interim period are prepared and submitted, club should cover the interim period up to a date within six (6) months preceding the deadline for submission of the list of licensed clubs to AFC and must be reviewed or audited by an independent auditor.</p> <p>2. The interim financial statements shall meet the minimum disclosure requirements and accounting principles as defined below</p>		

FINANCIAL STATEMENT FOR THE INTERIM PERIOD - REVIEWED

REPORTING PERIOD

For those Licence Applicant / Licensee / Exemption holder preparing interim financial statements, they shall cover the interim period beginning on the day immediately after the statutory closing date and ending on a date within six months preceding the deadline for submission of the list of licensed clubs to AFC. An interim period does not necessarily have to be a six (6) month period, but is defined as a financial reporting period shorter than a full financial year.

For example, if the Licence Applicant / Licensee / Exemption holder has a statutory closing date of 31 March, and AFC has set a deadline of 31 October (in the same

year) for the submission date, the interim financial statements would cover at least the 1 month from 1 April to 30 April or would normally be expected to cover the 3 months to 30 June.

Interim financial statements must be presented to include the following:

- a) balance sheet as of the end of the interim period and a comparative balance sheet as of the end of the immediately preceding full financial year;
- b) profit and loss account for the interim period, with comparative profit and loss accounts for the comparable interim period of the immediately preceding financial year; and
- c) cash flow statement for the interim period, with a comparative statement for the comparable interim period of the immediately preceding financial year. If the Licence Applicant / Licensee / Exemption holder did not have to prepare interim financial statements for the comparable interim period of the immediately preceding financial year, comparative figures may refer to the figures from the financial statements of the immediately preceding full financial year. For example, this may be the case for a club promoted from a lower division not having previously undergone the licensing system in its preceding financial years.

INFORMATION TO BE PREPARED BY THE LICENCE APPLICANT / LICENSEE / EXEMPTION HOLDER

INTRODUCTION TO THE CONTENT OF INTERIM FINANCIAL STATEMENTS

Licence Applicant / Licensee / Exemption holder must prepare and present interim financial statements based on the accounting standards required as per Indian law and these interim financial statements must be reviewed by an independent auditor.

Notwithstanding the requirements of Indian accounting practice or IFRS, the financial criteria do require Licence Applicant / Licensee / Exemption holder to present a minimum level of historic financial information to the Licensor.

This manual sets out the minimum requirements for the content of interim financial reporting. This manual does not prescribe the basis for recognition and measurement of transactions and other events, in interim financial statements as such matters are addressed by Indian accounting practice and/or IFRS.

The interim financial statements provide a structured representation of the financial position and performance of the Licence Applicant / Licensee / Exemption holder. In the interests of timeliness and cost considerations, and to avoid repetition of information previously reported, a Licence Applicant / Licensee / Exemption holder

may be required by the Licensor to provide less information at interim dates as compared with its annual financial statements.

Interim financial statements shall include, as a minimum, the following components:

- a) Balance sheet;
- b) Profit and loss account;
- c) Cash flow statement; and
- d) Specific explanatory notes.

In general, it is expected that the interim financial statements will include fewer explanatory notes compared to the annual financial statements. However, the Licence Applicant / Licensee / Exemption holder must disclose any events or transactions that are material to an understanding of the current interim period.

The interim financial statements must be approved by the management, and this shall be evidenced by way of a brief statement and signature on behalf of the executive body of the reporting entity.

A Licence Applicant / Licensee / Exemption holder must apply the same accounting policies in its interim financial statements as are applied in its annual financial statements, except for accounting policy changes made after the date of the most recent full annual financial statements that are to be reflected in the next annual financial statements - in which case details shall be disclosed in the interim financial statements. For club licensing purposes, interim financial statements must be based on Indian accounting practice or IFRS.

The frequency of a Licence Applicant / Licensee / Exemption holder's reporting should not affect the measurement of its annual results. To achieve that objective, measurements for interim reporting purposes are made on a year-to-date basis.

Each component of the interim financial statements shall be identified clearly. In addition, the following information shall be displayed prominently, and repeated where necessary within the interim financial statements, for a proper understanding of the information presented:

- a) the name (and legal form), domicile and business address of the reporting entity and any change in that information from the preceding statutory closing date;
- b) whether the financial information covers the individual entity or a Group of entities or some other combination of entities, and to describe the structure and composition of any such Group or combination;
- c) the balance sheet date and the interim period covered by the financial information; and
- d) the presentation currency.

INTERIM FINANCIAL STATEMENTS

The content of the interim financial statements must include, as a minimum:

- a) In respect of the balance sheet, each of the line items listed from (i) to (xxii)
- b) In respect of the profit and loss account, each of the line items listed from (i) to (xiv)
- c) In respect of the cash flow statement, report cash flows during the period classified separately by operating, investing and financing activities, in a manner which management consider most appropriate, and which is not inconsistent with the classification selected for annual financial statements;
- d) Specific explanatory notes, being:
 - i. A statement that the same accounting policies and methods of computation are followed in the interim financial statements as compared with the most recent annual financial statements or, if those policies or methods have been changed, a description of the nature and effect of the change; and
 - ii. Disclosure of any events or transactions that are material to an understanding of the current interim period.

Additional line items or notes shall be included if their omission would make the interim financial statements misleading. The minimum requirements for the explanatory notes, as set out above, are limited.

ACCOUNTING REQUIREMENTS FOR PLAYER REGISTRATION COSTS

Each Licence Applicant / Licensee / Exemption holder that has to prepare interim financial statements must also comply with specific accounting requirements in relation to player registration costs carried as intangible fixed assets.

For this criterion, the minimum accounting requirements and the Licence Applicant / Licensee / Exemption holder to whom they apply are the same as the requirements for criterion F.01 (that relates to the annual financial statements), as described in the section on Accounting Requirements for player registration cost.

All those Licence Applicant / Licensee / Exemption holder that capitalise costs relating to the acquisitions of players must prepare a player identification table as at the interim reporting date. The minimum information for the content of the player identification table is the same as the requirements for criterion F.01, as described in the section- requirement for preparation of a player identification table. The player identification table must be provided to the auditor but does not need to be disclosed within the interim financial statements.

ASSESSMENT OF THE INTERIM FINANCIAL STATEMENTS DETERMINATION OF THE AUDITOR

The Licence Applicant / Licensee / Exemption holder selects the independent auditor and enters into an engagement for the performance of the assessment procedures on the interim financial statements prepared by management.

The auditor selected by the Licence Applicant / Licensee / Exemption holder to review the interim financial statements should be the same as the auditor selected to carry out the audit of the annual financial statements.

The accumulated knowledge of an auditor from his experience of performing the audit in respect of the annual financial statements is an important requirement that assists the auditor to appropriately undertake the interim review work.

ASSESSMENT PROCEDURES

The interim financial statements must, as a minimum, be the subject of a review by an independent auditor in accordance with either International Standard on Review Engagements (ISRE) 2410,

‘Review of Interim Financial Information Performed by the Independent Auditor of the Entity’ or relevant national standards or practices for such reviews where these comply with, as a minimum, the requirements of ISRE 2410.

Alternatively, the Licence Applicant / Licensee / Exemption holder may choose to have the interim financial statements audited.

The auditors’ report must include a scope paragraph describing the nature of a review, including a reference to ISRE 2410 or relevant national standards or practices.

A review, in contrast to an audit, is not designed to obtain reasonable assurance that the financial information is free from material misstatement. A review consists of making inquiries, primarily of persons responsible for financial and accounting matters, and applying analytical and other review procedures. A review may bring significant matters affecting the financial information to the auditor’s attention, but it does not provide the evidence that would be required for an audit. As part of the work, the auditor considers whether any significant factors identified at the previous audit have changed to such an extent as to affect the appropriateness of the going concern assumption.

In turn, the Licensor inspects the submitted information and, if necessary, addresses the consequences of any modifications to the review report.

THE AUDITOR'S REVIEW REPORT

Based on the work performed, the auditor shall assess whether any information obtained during the review indicates that the interim financial statements do not give a true and fair view (or are not presented fairly, in all material respects) in accordance with the identified financial reporting framework (identifying the country of origin of the financial reporting framework when the framework used is not IFRS).

If matters have come to the auditor's attention, the auditor shall describe, in his review report, those matters that impair a true and fair view (or a fair presentation, in all material respects) in accordance with the identified financial reporting framework.

This description shall include, unless impracticable, a quantification of the possible effect(s) on the interim financial statements, and either:

- a) Express a qualified conclusion; or
- b) When the effect of the matter is so material and pervasive to the interim financial statements that the auditor concludes that a qualified conclusion is not adequate to disclose the misleading or incomplete nature of the interim financial statements, the auditor expresses an adverse conclusion.
If there has been a material scope limitation, the auditor shall describe the limitation and either:
 - c) Express a qualified conclusion in respect of the possible adjustments to the financial statements that might have been determined to be necessary had the limitation on the scope of the auditors work not existed; or
 - d) When the possible effect of the limitation is so significant and pervasive that the auditor concludes that no level of assurance can be provided, he shall not provide any assurance and disclaim a conclusion.

In certain circumstances, an emphasis of matter paragraph may be added to a review report, without affecting the auditor's conclusion, to highlight a matter that is included as a note to the interim financial statements that more extensively discusses the matter.

Going concern is a fundamental accounting concept. Whilst management may not consider going concern as fully at the interim stage as they would for annual financial statements, they must undertake a review of their previous work performed in respect of the previous statutory closing date.

They shall look at the position in respect of the previous statutory closing date to see whether any of the significant factors which they had identified at that time have changed in the interim to such an extent as to affect the appropriateness of the going concern assumption.

As part of the review, the auditor should inquire whether management has changed its assessment of the entity's ability to continue as a going concern. When, as a result of this inquiry or other review procedures the auditor becomes aware of events or conditions that may cast significant doubt on the entity's ability to continue as a going concern, the auditor should inquire the management as to its plans for future action and consider the adequacy of the disclosures about such matters in the interim financial statements. If necessary, the auditor may consider that the uncertainties in respect of going concern need to be expressed in his review report and will, in turn, have implications for the Licensor's own assessment procedures (as set out in the next section).

LICENSOR DECISION

For those Licence Applicant / Licensee / Exemption holder required to submit reviewed interim financial statements, they must be assessed by the Licensor to form the basis for his licensing decision in respect of criterion. As part of his assessment, the Licensor shall read the interim financial statements and the auditor's review report on the interim financial statements.

The Licence must be refused:

- a) If the interim financial statements are not submitted to the Licensor within the defined deadline.

- b) If the Licence Applicant / Licensee / Exemption holder submits interim financial statements that do not meet the minimum requirements for the content and accounting.

Having read and considered the auditor's review report on the interim financial statements, the Licensor must assess it according to the points below:

- c) If the auditor's review report states that nothing has come to the auditor's attention, based on the review, that causes the auditor to believe the financial statements do not give a true and fair view (or are not presented fairly, in all material respects) in accordance with the identified financial reporting framework (negative assurance), this provides a satisfactory basis for granting the Licence in respect of criterion

- d) If the auditor's review report disclaims a conclusion or gives an adverse conclusion, the Licence must be refused.

- e) If the auditor's review report expresses, in respect of going concern, either an emphasis of matter or a qualified conclusion, then the Licence must be refused, unless additional documentary evidence demonstrating the Licence Applicant / Licensee / Exemption holder's ability to continue as a going concern until at least the end of the season to be licensed has been provided to, and assessed by, the Licensor to his satisfaction. The additional documentary evidence includes, but is not necessarily

limited to, the information described in Future financial information. If the auditor’s review report in respect of the interim financial statements submitted in accordance with the criteria expresses an emphasis of matter or a qualified conclusion in respect of going concern, then the Licence Applicant/Licensee / Exemption holder shall be in breach of indicator IND.02. As a result, the Licensor must undertake more extensive assessment procedures in respect of criterion on Future financial information and, if granted a Licence and/or Exemption, the Licensee / Exemption holder must also comply with criterion F.08 (Duty to update future financial information).

f) If the auditor’s review report expresses, in respect of a matter other than going concern, either an emphasis of matter or a qualified conclusion, then the Licensor must consider the implications of the modification for club licensing purposes. The Licence may be refused, unless additional documentary evidence is provided to, and assessed by, the Licensor to his satisfaction.

<p>DOCUMENTS TO SUBMIT Interim Period Statement, reviewed or audited by an independent auditor, for the period -- 1st April 2021 to 30th June 2021.</p> <p>Player Identification Table</p>

F.03 CRITERIA DESCRIPTION	ICLS PREMIER 1 CRITERIA	ICLS PREMIER 2 CRITERIA
NO OVERDUE PAYABLES TOWARDS FOOTBALL CLUBS ARISING FROM TRANSFER ACTIVITIES	A	A
<p>The Licence Applicant / Licensee / Exemption holder must prove that it has no overdue payables (Ex: final and binding decisions of the FIFA Players’ Status Committee, the FIFA Dispute Resolution Chamber and the Court of Arbitration for Sport) towards football clubs arising from transfer activities as at 30 June of the year preceding the season to be licensed, unless by the following 31 August they have been fully settled, deferred by mutual agreement with the creditor or are subject to a not obviously unfounded dispute submitted to a competent authority.</p>		

CRITERION F.03 No Payables Overdue Towards Football Clubs Arising From Transfer Activities

REPORTING DATE

Regardless of the Statutory Closing Date or interim financial reporting date of a Licence Applicant, the criterion is to be assessed as on 30 June of the year preceding the Season to be Licensed.

INFORMATION TO BE PREPARED BY THE LICENCE APPLICANT / LICENSEE / EXEMPTION HOLDER INTRODUCTION TO THE CONTENT OF THE TRANSFER PAYABLES TABLE

For the purpose of this criterion, payables are only those amounts due to football clubs arising from the as on *direct costs of acquiring a player's registration*. These include training compensation as defined in the "FIFA Regulations for the Status and Transfer of Players" as well as clauses for future compensation. Agreements between clubs for the transfer of a player's registration often include clauses for future compensation payments dependent on certain conditions being met at some stage in the future (i.e. contingent liabilities). Typically, these clauses are related to the future 'success' of the player concerned and/or the new club he plays for – for example, number of appearances, goals scored, international caps, promotion of the club, avoiding relegation, qualification for Asian competition. Until a particular condition is actually met, the associated liability is not a payable and cannot be overdue.

If a dispute arises between clubs about payables arising from transfer activities, and if the matter is not obviously unfounded dispute' submitted to a competent authority, and is on 31 August subject to resolution by the competent national or international body, then for the purpose of this criterion the matter is not an 'overdue payable'.

TRANSFER PAYABLES TABLE

The Licence Applicant / Licensee / Exemption holder must disclose the transfer activities in a separate transfer payables table, unless the information is already disclosed to the Licensor.

The transfer payables table must contain a separate entry in respect of each player acquisition (including loans) for which there is an amount outstanding to be paid at 30 June. The following information must be given as a minimum:

- a) player (identification by name or number);
- b) date of the transfer/loan agreement;
- c) the name of the football club that formerly held the registration;
- d) transfer (or loan) fee paid and/or payable (including training compensation);
- e) other direct costs of acquiring the registration paid and/or payable;
- f) amount settled/paid; and

g) the balance in respect of each player acquisition payable at 30 June, detailed by due date(s) for each unpaid element of the transfer payables.

The Licence Applicant / Licensee / Exemption holder must reconcile the total liability per the transfer payables table with the figure in the balance sheet (if applicable) for 'Accounts payable relating to player transfers'. The Licence Applicant / Licensee / Exemption holder is required to report in this table all overdue payables even if payment has not been requested by the creditor.

The transfer payables table must be approved by the management and this must be evidenced by way of a brief statement and signature on behalf of the executive body of the reporting entity.

The Licensor may request further information.

TRANSFER RECEIVABLES TABLE

The Licence Applicant must disclose the transfer activities in a separate transfer receivables table unless the information is already disclosed to the Licensor.

The transfer receivables table must contain a separate entry in respect of each player sale (including loans) for which there is an amount outstanding to be received on 30 June. The following information must be given as a minimum:

- a) Player (identification by name or number);
- b) Date of the transfer/loan agreement;
- c) The name of the football club that currently holds the registration;
- d) Transfer (or loan) fee received and/or receivable (including training compensation);
- e) Amount settled/received; and
- f) The balance in respect of each player sale receivable on 30 June, detailed by due date(s) for each unpaid element of the transfers receivables.

The Licence Applicant must reconcile the total asset per the transfer receivables table with the figure in the balance sheet (if applicable) for 'Accounts receivable from player transfers'.

The transfers receivables table must be approved by the management and this must be evidenced by way of a brief statement and signature on behalf of the executive body of the reporting entity.

The Licensor may request further information.

ASSESSMENT OF THE INFORMATION DETERMINATION OF THE ASSESSOR

The Licensor may decide to carry out, itself, all of the assessment procedures in respect of this criterion or it may decide to have independent auditors carry out the assessment procedures.

In the latter case, an auditor can be recognised by the Licensor as competent to assess the payables on the same basis as described in the regulations for the audit of the annual financial statements.

ASSESSMENT PROCEDURES

The procedures to be performed to assess the information from Licence Applicant / Licensee / Exemption holder may vary depending on whether they are to be performed by the Licensor or by independent auditors. It will also depend on the Licensor's size, internal structure and organisation.

The Licensor can implement its own framework of assessment procedures, with or without the use of independent auditors, that it believes fits best to its needs and organisation. Through the accreditation process, AFC will ensure that the applied processes are suitable and consistent with the procedures proposed in this manual. If the assessment procedures involve an auditor, the work may be performed by way of agreed-upon procedures. The Licensor will still be required to perform some assessment work, including reading the auditor's report on the agreed-upon procedures in respect of the payables towards football clubs from transfer activities.

International Standard on Related Services 4400 'Engagements to Perform Agreed-Upon Procedures regarding Financial Information' provides guidance on the auditor's professional responsibilities when an engagement to perform agreed-upon procedures is undertaken and on the form and content of the report that the auditor issues in connection with such an engagement.

The agreed-upon procedures include procedures such as:

- a) Reading both the transfer payables and receivables tables prepared by management;
- b) Making enquires of management regarding the compilation of both the transfer payables and receivables tables; and
- c) Comparing the information to the sources from which it was obtained.

The Licensor may wish to develop a standard form of agreed-upon procedures, appropriate for its national legislation and practice, through consultation with the national institute of chartered accountants (or similar body).

LICENSOR DECISION

The Licensor shall, as part of his assessment, read the information in respect of payables and receivables from transfer activities and also read the auditor's report on the agreed-upon procedures, if such a report is submitted.

The Licence must be refused:

- a) If the information in respect of payables from transfer activities is not submitted to the Licensor.
- b) If the information in respect of receivables from transfer activities is not submitted to the Licensor.
- b) If the Licence Applicant / Licensee / Exemption holder submits information that does not meet the minimum disclosure requirements.
- c) If the Licence Applicant / Licensee / Exemption holder has payables overdue towards football clubs arising from transfer activities as on 30 June of the year preceding the season to be licensed.

For the purpose of the licensing system, if the Licence Applicant / Licensee / Exemption holder has overdue payables at 30 June preceding the season to be licensed (see point c) above), the Licence may still be granted if the Licence Applicant / Licensee / Exemption holder is able to prove by the following 31 August that:

- i. It has fully settled; i.e. paid in full the overdue payables, unless otherwise individually agreed with the creditor; or
- ii. It has concluded a written agreement with the creditor to extend the deadline of the payment of these payables overdue. (Note, if the creditor has not requested payment of an overdue amount, this is not considered as an extension of the deadline for payment); or
- iii. Proceedings have been opened with the competent authority according to national legislation, or proceedings have been opened with the statutory national or international football authorities or relevant Arbitration Tribunal, with regard to these overdue payables.

If the decision-making bodies consider that proceedings may have been opened by the Licence Applicant / Licensee / Exemption holder with the sole purpose to bring overdue balances into the disputed category (as a way of creating a situation as described in iii) above and 'buying time'), the Licensor may request additional evidence in order to be satisfied that it is 'a not obviously unfounded dispute'.

DOCUMENTS TO SUBMIT

- No Overdue as on 30th June 2021 :- Declaration stating that there are no

<p>Overdue to Football Clubs, National or International, arising from transfer activities</p> <ul style="list-style-type: none"> • Transfer Payables Table • Transfer Receivables Table • Mutual Agreement with Creditors (if any)

F.04 CRITERIA DESCRIPTION	ICLS PREMIER 1 CRITERIA	ICLS PREMIER 2 CRITERIA
NO OVEDUE PAYABLES TOWARDS EMPLOYEES AND SOCIAL / TAX AUTHORITIES	A	A
<p>1. The Licence Applicant / Licensee / Exemption holder must prove that, in respect of contractual and legal obligations with its current and former employees, it has no overdue payables towards employees and social/tax authorities as at 30 June of the year preceding the season to be licensed, unless by the following 31 August they have been fully settled, deferred by mutual agreement with the creditor or are subject to a not obviously unfounded dispute submitted to a competent authority.</p> <p>2. The term “employees” shall include but not limited to:</p> <ul style="list-style-type: none"> a) all professional players according to the applicable FIFA Regulations on the Status and Transfer of Players; and b) the administrative, technical, medical and security staff specified in these regulations. 		

REPORTING DATE

Regardless of the statutory closing date or interim financial reporting date of a Licence Applicant / Licensee / Exemption holder, the criterion is to be assessed as on 30 June of the year preceding the season to be licensed.

INFORMATION TO BE PREPARED BY THE LICENCE APPLICANT / LICENSEE / EXEMPTION HOLDER INTRODUCTION TO THE CONTENT OF PAYABLES TOWARDS EMPLOYEES AND SOCIAL/TAX AUTHORITIES

For the purpose of this criterion, the term ‘employees’ includes the following persons:

- All professional players according to the applicable FIFA Regulations for the Status and Transfer of Players; and
- the administrative, technical, medical and security staff specified in these regulations.

The list is not exhaustive.

Amounts payable on 30 June will sometimes include amounts due to people who, for various reasons, are no longer employed by the applicant. Regardless of the way such payables are accounted for in the financial statements, they fall within the framework of criterion F.04 which requires the obligation to be settled/paid within the period or duration stipulated in the contract and/ or defined by law.

The Licensor may, if he chooses, also include within the requirements of this criterion, employees, other than those described above.

The following undertaking needs to be provided by the club for complying with the above criteria:

**Undertaking for No Payable Overdue towards Employees:
Information on employee salary credited by the club:**

Clubs are to prepare a schedule as per the following table showing all employees who were employed at any time during the year to 30 June preceding the season to be licensed; i.e. not just those who remain at year end.

Template: Employees Payables Reporting: Illustrative Confirmation Letter from Employees

Club Letterhead

In connection with the granting of a license for the 20XX/YY season, we the undersigned confirm that our employer *(club name)* has paid all contractual obligations due as agreed in our respective contracts as of 30 June 20XX by the date of this letter [or, if date of letter is later than 31 August, by 31 August 20YY] at the latest.

List of player:

S. No.	Name of player	Signature

List of club staff (administrative, technical, medical and security staff):

S. No.	Name of club staff	Signature

I certify that the information provided above is true and correct to the best of my knowledge.

(Signature of authorised signatory of Club)

 [Name]
 [Date]
 [Job Title]
 [Name of the Club]

LIST OF EMPLOYEES

The Licence Applicant / Licensee / Exemption holder shall prepare a schedule showing all employees who were employed at any time during the year to 30 June preceding the season to be licensed; i.e. not just those who remain at year end. The schedule shall be submitted to the Licensor.

The following information must be given, as a minimum, in respect of each employee:

- a) Name of the employee;
- b) Position/Function of the employee;
- e) Any overdue payable as at 30 June, together with explanatory comment.

The employees schedule must be approved by management and this must be evidenced by way of a brief statement and signature on behalf of the executive body of the Licence Applicant / Licensee / Exemption holder.

DOCUMENTATION IN RESPECT OF PAYABLES TOWARDS SOCIAL/TAX AUTHORITIES

The Licence Applicant / Licensee / Exemption holder shall submit to the auditor and/or the Licensor the necessary documentary evidence showing the amount payable (if any), as on 30 June of the year preceding the season to be licensed, to the competent social/tax authorities in respect of contractual and legal obligations with its employees.

The following undertaking needs to be provided by the club for complying with the above criteria:

Undertaking for No Payable Overdue towards Social/Tax Authorities:

Information on Taxes deposited by Club

The tax liability arising from all the activities club undertakes need to be considered eg Sales Tax, Service Tax, Entertainment Tax, Income Tax, VAT etc :

Details of Tax Liability & Deposited		
Period	Tax Accrued (in INR)	Actual Tax Paid (in INR)
Previous Financial Year		
1 st Quarter		

(April to June)		
Previous Financial Year 2 nd Quarter (July to September)		
Previous Financial Year 3 rd Quarter (October to December)		
Previous Financial Year 4 th Quarter (January to March)		
Current Financial Year 1 st Quarter (April to June)		

{This format should be certified by the **Statutory Auditor** of the Club}

ASSESSMENT OF THE INFORMATION DETERMINATION OF THE ASSESSOR

The Licensor may decide to carry out, itself, all of the assessment procedures in respect of this criterion or it may decide to have independent auditors carry out the assessment work, by way of agreed-upon procedures.

In the latter case, an auditor can be recognised by the Licensor as competent to assess the payables on the same basis as described in the regulations for the audit of the annual financial statements.

ASSESSMENT PROCEDURES

The procedures to be performed to assess the information from Licence Applicant / Licensee / Exemption holder may vary depending on whether they are to be performed by the Licensor or by an independent auditor.

Through the accreditation process, the AIFF will ensure that the applied processes are suitable.

If the assessment procedures involve an auditor, the work may be performed by way of agreed-upon procedures. The Licensor will still be required to perform some

assessment work, including reading the auditor's report of the agreed-upon procedures in respect of the payables towards employees and social/tax authorities.

International Standard on Related Services 4400 'Engagements to Perform Agreed-Upon Procedures Regarding Financial Information' provides guidance on the auditor's professional responsibilities when an engagement to perform agreed-upon procedures is undertaken and on the form and content of the report that the auditor issues in connection with such an engagement.

The agreed-upon procedures include procedures such as:

- a. Reading the information prepared by management;
- b. Making enquires of management regarding the compilation of the information;
- c. Obtaining and inspecting confirmation letters from employees; and
- d. Comparing the information to the sources from which it was obtained.

LICENSOR DECISION

The Licensor shall, as part of his assessment, read the information in respect of payables towards employees and social/tax authorities and also read the auditor's report of factual findings, if such a report is submitted.

The Licence must be refused:

- a) If the information in respect of payables overdue towards employees and social/tax authorities is not submitted to the Licensor.
- b) If the Licence Applicant / Licensee / Exemption holder submits information that does not meet the minimum disclosure requirements.
- c) If the Licence Applicant / Licensee / Exemption holder has payables overdue towards employees and social/tax authorities as at 30 June of the year preceding the season to be licensed.

For the purpose of the licensing system, if the Licence Applicant / Licensee / Exemption holder has overdue payables at 30 June preceding the season to be licensed (see point c) above), the Licence may still be granted if the Licence Applicant / Licensee / Exemption holder is able to prove by the following 31 August that:

- i. It has fully settled; i.e. paid in full the overdue payables, unless otherwise individually agreed with the creditor; or

- ii. It has concluded a written agreement with the creditor to extend the deadline of the payment of these payables overdue (Note, if the creditor has not requested payment of an overdue amount, this is not considered as an extension of the deadline for payment); or
- iii. Proceedings have been opened with the competent authority according to national legislation, or proceedings have been opened with the statutory national or international football authorities or relevant Arbitration Tribunal, with regard to these payables overdue.

If the decision-making bodies consider that proceedings may have been opened by the Licence Applicant / Licensee / Exemption holder with the sole purpose to bring overdue balances into the disputed category (as a way of creating a situation as described in iii) above and ‘buying time’), the Licensor may request additional evidence in order to be satisfied that it is ‘a not obviously unfounded dispute’

DOCUMENTS TO SUBMIT
<ul style="list-style-type: none"> • Documents, including declaration in respect of no payables overdue towards employee and social/tax authorities, conforming to the requirements of the criteria • Mutual Agreement with Creditors (if any) • Filling up the Club Information online sheet, hosted by the AIFF, on a regular basis

F.05 CRITERIA DESCRIPTION	ICLS PREMIER 1 CRITERIA	ICLS PREMIER 2 CRITERIA
WRITTEN REPRESENTATIONS PRIOR TO THE LICENSING DECISION	A	A
1. Within seven (7) days prior to the date on which the licensing decision is to be made by the FIB, the Licence Applicant must make written representations to the Licensor.		

2. The written representations shall confirm:
- a) That all documents submitted to the Licensor are complete and correct;
 - b) Whether or not any significant change in relation to all the licensing criteria has occurred;
 - c) Whether or not any events or conditions of major economic importance have occurred that may have an adverse impact on the Licence Applicant's financial position since the balance sheet date of the preceding Audited Annual Financial Statements or Reviewed Interim Financial Statements (if applicable). If Any events or conditions of major economic importance have occurred, the management representations letter must include a description of the nature of the event or condition and an estimate of its financial effect, or a statement that such an estimate cannot be made; and
 - d) Whether or not the Licence Applicant (or the Registered Member of the AIFF which has a contractual relationship with the Licence Applicant within the meaning of Article 13.A) or any Parent company of the Licence Applicant included in the reporting perimeter is seeking or has received protection from its creditors pursuant to laws or regulations within the twelve (12) months preceding the Licence Season.
3. Approval by management must be evidenced by way of a signature on behalf of the executive body of the Licence Applicant.

CRITERION F.05 WRITTEN REPRESENTATIONS PRIOR TO THE LICENSING DECISION

REPORTING PERIOD

The Licence Applicant / Licensee / Exemption holder must prepare and submit to the Licensor a management representations letter, within the seven (7) day period prior to the start of the period in which the licensing decision is to be made by the FIB.

The deadline date must be defined by the Licensor and communicated, in advance, to the Licence Applicant / Licensee / Exemption holder in writing.

INFORMATION TO BE PREPARED BY THE LICENCE APPLICANT / LICENSEE / EXEMPTION HOLDER

Each Licence Applicant / Licensee / Exemption holder must prepare and submit to the Licensor a management representations letter. The management representations letter must state whether or not there have been any events or conditions of major economic importance since the balance sheet date of the preceding audited annual financial statements or reviewed interim financial statements. If any events or conditions of major economic importance have occurred, the management representations letter must include a description of the nature of the event or condition and an estimate of its financial effect, or a statement that such an estimate cannot be made.

Approval by management shall be evidenced by way of a signature on behalf of the executive body of the Licence Applicant / Licensee / Exemption holder. The Licensor may request additional information and/or representations from management.

Examples of events or conditions which, individually or collectively, may be considered of major economic importance include:

- a) Fixed term borrowing approaching maturity without realistic prospects of renewal or repayment;
- b) Indications of withdrawal of financial support by financiers and other creditors;
- c) Substantial operating losses since the last submitted financial statements;
- d) Inability to pay creditors on due dates;
- e) Inability to comply with the terms of loan agreements with finance providers;
- f) Discovery and confirmation of material fraud or errors that show the financial statements are incorrect;
- g) Determination of pending legal proceedings against the applicant that result in claims that are unlikely to be satisfied;
- h) The executive responsibilities of the Licence Applicant / Licensee / Exemption holder are being undertaken by a person(s) under some external appointment, relating to legal or insolvency procedures, rather than by the management;
- i) A significant change of key management;
- j) Management determines that it intends to liquidate the entity, cease trading, or seek protection from creditors pursuant to laws or regulations, or that it has no realistic alternative but to do so.

This listing is not all-inclusive, nor does the existence of one or more of the items always signify that an adverse impact on the Licence Applicant / Licensee / Exemption holder's financial position exists.

ASSESSMENT OF THE WRITTEN REPRESENTATIONS

There is no requirement for the written representations submitted by the Licence Applicant / Licensee / Exemption holder to be subject to assessment procedures by an independent auditor.

The Licensor may decide to carry out the assessment procedures itself, or it may request the applicant to have independent auditors carry out the assessment procedures.

If an auditor is used, the auditor selected by the Licence Applicant / Licensee / Exemption holder for this criterion should be the same as the auditor who carried out the audit of the preceding annual financial statements.

LICENSOR DECISION

The Licensor shall, as part of his assessment, read and consider the information in respect of any *event or condition of major economic importance*, in combination with

the historic financial information and future financial information provided by the Licence Applicant / Licensee / Exemption holder.

The Licence must be refused:

- a) If the management representations letter is not submitted to the Licensor within the defined deadline.
- b) If, based on the information in respect of any event or condition of major economic importance, historic financial information and future financial information that the Licensor has assessed, in the Licensor’s judgement, the applicant may not be able to continue as a going concern until at least the end of the season to be licensed.

DOCUMENTS TO SUBMIT

Documents, including the management representation letters, conforming to the requirements of the criteria

F.06 CRITERIA DESCRIPTION	ICLS PREMIER 1 CRITERIA	ICLS PREMIER 2 CRITERIA
FUTURE FINANCIAL INFORMATION	A	A
<p>1. The Licence Applicant must prepare and submit future financial information in order to demonstrate to the Licensor its ability to continue as a going concern until the end of the Licence Season.</p> <p>2. Future Financial Information must meet the minimum disclosure requirements as set out in these regulations.</p> <p>Note: If the Licence Applicant / Licensee / Exemption holder exhibits a breach of any of the indicators, then the Licensor must undertake more detailed assessment procedures upon the submitted future financial information and, in certain circumstances, this may provide the basis for a Licence refusal. If the Licence Applicant / Licensee / Exemption holder does not exhibit a breach of any indicators, then the Licensor does not have to undertake more detailed assessment procedures and, in certain circumstances, the Licence Applicant / Licensee / Exemption holder may be subject to a sanction, but not a Licence refusal.</p>		

CRITERION F.06 FUTURE FINANCIAL INFORMATION

REPORTING PERIOD

The Licence Applicant / Licensee / Exemption holder must prepare future financial information covering the period commencing immediately after the statutory closing date of the annual financial statements (submitted in accordance to F.01) or, if applicable, the balance sheet date of the interim financial statements (submitted in accordance to F.02) and covering at least the entire season to be licensed.

INFORMATION TO BE PREPARED BY THE LICENCE APPLICANT / LICENSEE / EXEMPTION HOLDER INTRODUCTION TO THE MINIMUM REQUIREMENTS FOR FUTURE FINANCIAL INFORMATION

The Licence Applicant / Licensee / Exemption holder must prepare and submit future financial information consisting of:

- a) A budgeted profit and loss account, with comparative figures for the immediately preceding Financial Year and Interim Period (if applicable);
- b) A budgeted cash flow, with comparative figures for the immediately preceding Financial Year and Interim Period (if applicable); and
- c) Explanatory notes, including assumptions and risks and comparison of budget to actual figures.

Future financial information must be prepared, as a minimum, on a quarterly basis.

There must also be a statement that the future financial information has been prepared on a consistent basis with the audited annual financial statements.

The future financial information schedules must include, as a minimum, a comparative profit and loss account and cash flow statement for the immediately preceding financial year and interim period (if applicable).

In addition, the following information shall be disclosed:

- a) The name (and legal form) of the reporting entity and any change in that information from the preceding statutory closing date;
- b) Whether the financial information covers the individual entity or a Group of entities or some other combination of entities; and
- c) The presentation currency.

The future financial information must be based on assumptions that are not unreasonable.

The future financial information, together with the assumptions upon which they are based, must be approved by management and this must be evidenced by way of a

brief statement and signature on behalf of the executive body of the Licence Applicant / Licensee / Exemption holder.

MINIMUM REQUIREMENTS FOR THE CONTENT OF FUTURE FINANCIAL INFORMATION

The future financial information must include, as a minimum:

- a) In respect of the budgeted profit and loss account, the equivalent of each of the line items listed from (i) to (xiv) in the section on profit and loss accounting as described in these regulations plus the total equity at the beginning of the period and budgeted for the end of the period; and
- b) In respect of the budgeted cash flow, budget cash flows during the period(s) classified by operating, investing and financing activities, in a manner which management consider most appropriate.

Additional line items or notes shall be included if they provide clarification or if their omission would make the future financial information misleading.

A Licence Applicant / Licensee / Exemption holder must apply the same accounting policies for its future financial information as are applied in its annual financial statements, except for accounting policy changes which have been made after the date of the most recent annual financial statements and which are to be reflected in the next annual financial statements. In such a case, details of the changes shall be disclosed.

The future financial information must include a brief description of each of the significant assumptions (with reference to the relevant aspects of historic financial and other information) that have been used to prepare the budgeted profit and loss account and cash flow statement, and also briefly describe the key risks that may affect the future financial results.

This manual does not prescribe the basis for recognition or measurement of transactions and other events and does not prescribe the basis for determining reasonable assumptions, except that the bases adopted should be consistent with those used in the Licence Applicant / Licensee / Exemption holder's historic financial information. Hence, each of the significant assumptions should be described by reference to the relevant aspects of historic financial and other information.

For the purpose of the minimum requirements of this criterion, there is no requirement for a balance sheet to be prepared. However, it is good practice for the Licence Applicant / Licensee / Exemption holder to prepare a balance sheet, integrated with the profit and loss account and cash flow, covering the same period.

ASSESSMENT OF THE FUTURE FINANCIAL INFORMATION INDICATORS

All Licence Applicant / Licensee / Exemption holder must submit future financial information that meets the minimum requirements for content set out for this criterion. If the Licence Applicant / Licensee / Exemption holder's historic financial information exhibits certain warning signs, the future financial information must be assessed by the Licensor and/or an independent auditor and, subsequently, the Licensee / Exemption holder is required to prepare and submit updated future financial information during the season to be licensed. The warning signs are measured by a set of financial indicators that, if breached, may indicate to the Licensor some concern about the financial performance and future prospects of that Licence Applicant / Licensee / Exemption holder.

The indicators are defined in these regulations. The Licensor is responsible for assessing whether or not an indicator is breached.

The indicators are part of the risk-based approach, whereby those Licence Applicant / Licensee / Exemption holder that exhibit certain 'warning signs' will be subject to more extensive requirements. If a Licence Applicant / Licensee / Exemption holder breaches one or more of the indicators, then:

- a) The Licensor will undertake more extensive assessment procedures on the information submitted in respect of this criterion; and
- b) If the applicant is granted a Licence, subsequently it has an obligation to submit updated future financial information during the year thereafter (see Criterion F.09).

In some respects, this risk-based approach should encourage better financial management and results by clubs. It also enables the Licensor to focus efforts on those Licence Applicant / Licensee / Exemption holder exhibiting 'warning signs' that may indicate to the Licensor some concern about the financial performance and future prospects of that Licence Applicant / Licensee / Exemption holder.

The requirement for an independent auditor and/or the Licensor to examine and report on the future financial information enhances the credibility of the information and the process undertaken by management to prepare it.

SUBSEQUENT INFORMATION

Criteria F.08 and F.09 apply to Licensee (s) / Exemption holder (s) after the licensing decision. Criterion F.08 (duty to notify subsequent events) applies to all Licensee(s) /

Exemption holder(s). Criterion F.09 (duty to update future financial information) only applies to those Licensee / Exemption holder who exhibited a breach of one or more of the indicators.

F.07 CRITERIA DESCRIPTION	ICLS PREMIER 1 CRITERIA	ICLS PREMIER 2 CRITERIA
DUTY TO NOTIFY SUBSEQUENT EVENTS	A	B
<p>1. Following the licensing decision by the decision-making body, the Licensee / Exemption holder must promptly notify the Licensor in writing about any subsequent events that may cast significant doubt upon the Licensee / Exemption holder’s ability to continue as a going concern until at least the end of the season for which the Licence / Exemption has been granted.</p> <p>2. Compliance with this criterion shall be assessed by the Licensor in respect of the following licensing cycle.</p>		

CRITERION F.07 DUTY TO NOTIFY SUBSEQUENT EVENTS

REPORTING PERIOD

After it has been issued a Licence and/or Exemption, up until the end of the season for which the Licence and/or Exemption has been granted, the Licensee / Exemption holder must promptly notify the Licensor in writing of any *subsequent event* that may cast significant doubt upon the Licensee / Exemption holder’s ability to continue as a going concern up to the end of the season for which the Licence and/or Exemption has been granted.

At any time, the Licensor may request information and/or written representations from management about any possibility of such events or conditions.

INFORMATION TO BE PREPARED BY THE LICENSEE / EXEMPTION HOLDER

The information prepared by the management must include a description of the nature of the event or condition and an estimate of its financial effect, or a statement (with supporting reasons) that such an estimate cannot be made. The Licensor may request additional information and/or representations from the management.

Some examples of events or conditions which, individually or collectively, may cast significant doubt about the Licensee / Exemption holder’s ability to continue as a going concern until at least the end of the season for which the Licence has been granted are listed in these regulations.

ASSESSMENT OF THE SUBSEQUENT EVENTS

The Licensor may decide to carry out some assessment procedures itself, or it may request the Licensee / Exemption holder to have independent auditors carry out some of the assessment procedures.

If an auditor is used, the auditor selected by the Licensee / Exemption holder for this criterion should be the same as the auditor who carried out the audit of the preceding annual financial statements.

LICENSOR DECISION

Compliance with this criterion shall be assessed by the decision-making bodies in respect of the following *licensing cycle*.

The Licensee / Exemption holder must be sanctioned if any subsequent event that may cast significant doubt about the Licensee / Exemption holder’s ability to continue as a going concern until at least the end of the season for which the Licence has been granted, is not notified to the Licensor without undue delay.

DOCUMENTS TO SUBMIT
<ul style="list-style-type: none"> • Declaration stating the adherence of this criteria for the upcoming season

F.08 CRITERIA DESCRIPTION	ICLS PREMIER 1 CRITERIA	ICLS PREMIER 2 CRITERIA
DUTY TO UPDATE FUTURE FINANCIAL INFORMATION	A	B
<p>1. If the Licensee / Exemption holder is in breach of one or more of the indicators as indicated below, then the Licensee / Exemption holder must prepare and submit an updated version of the future financial information (prepared according to F.06). In addition, the prepared information shall include a comparison of budget to actual figures including explanations of variances. The updated version of the future financial information must be prepared, as a minimum, on a six (6) month basis.</p>		

Indicator 1: Going concern

The auditor's report in respect of the Annual or Interim Financial Statements submitted in accordance with F.01 and F.02 includes an emphasis of matter or a qualified opinion/conclusion in respect of going concern.

Indicator 2: Negative equity

The Annual Financial Statements (including, where required, the Supplementary Information) submitted in accordance with F.01 disclose a net liabilities position that has deteriorated relative to the comparative figure contained in the previous year's Annual Financial Statements, or the Interim Financial Statements submitted in accordance with F.02 (including, where required, the Supplementary Information) disclose a net liabilities position that has deteriorated relative to the comparative figure at the preceding Statutory Closing Date.

2. Compliance with this criterion shall be assessed by the Licensor in respect of the following licensing cycle.

CRITERION F.08 DUTY TO UPDATE FUTURE FINANCIAL INFORMATION

REPORTING PERIOD

The Licensee / Exemption holder must prepare, as a minimum, updated future financial information on a six-month basis; e.g. in respect of the period from the interval date of 30 June and 31 December of the licensing season through to 30 June of the following year.

The updated future financial information must be submitted to the Licensor within the set deadlines. The deadline for submission of the updated future financial information must be no later than three months after each of the interval dates.

As an example, if the Licensor has an annual accounting period that ends on 30 June 2019; that the deadline for submission of the List of Licensing Decisions to AFC is 31 October 2019 in respect of the 2019/20 Club Licensing Season; and that the period covered for Future Financial Information is the period from 1 July 2019 to 31 December 2020.

**INFORMATION TO BE PREPARED BY THE LICENSEE / EXEMPTION
HOLDER**

**MINIMUM DISCLOSURE REQUIREMENTS FOR THE UPDATED FUTURE
FINANCIAL INFORMATION**

The Licensee / Exemption holder must prepare and submit updated future financial information consisting of:

a) Budgeted and Actual profit and loss account;

- b) Budgeted and Actual cash flow statement; and
- c) Explanatory notes, including assumptions and risks and comparison of budget to actual figures.

There must also be a statement that the future financial information has been prepared on a consistent basis with the preceding audited annual financial statements and a summary of the significant deviations between the budget and actual figures.

To comply with this criterion, the Licensee / Exemption holder must prepare and submit the same minimum level of detail in the future financial information schedules as set out in these regulations (See Criterion F.06). This manual does not prescribe the basis for recognition or measurement of transactions and other events and does not prescribe the basis for determining reasonable assumptions. The comparative financial information that must be included within the updated future financial information schedules is described below.

In addition, the following information shall be disclosed:

- a) The name (and legal form) of the reporting entity and any change in that information from the preceding statutory closing date;
- b) Whether the financial information covers the individual entity or a Group of entities or some other combination of entities; and
- c) The presentation currency.

The updated future financial information must be based on assumptions that are not unreasonable. The updated future financial information, together with the assumptions upon which they are based, must be approved by management and this must be evidenced by way of a brief statement and signature on behalf of the executive body of the Licence Applicant / Licensee / Exemption holder.

COMPARATIVES DISCLOSURE REQUIREMENTS FOR THE UPDATED FUTURE FINANCIAL INFORMATION

The updated future financial information schedules must also include, as a minimum:

- a) The original budgeted profit and loss account and cash flow figures in respect of the six-month period immediately preceding the interval date (as submitted in accordance with this criterion);
- b) The actual profit and loss account and cash flow figures for the six-month period immediately preceding the interval date; and
- c) The difference between the budgeted and actual figures for the six-month period immediately preceding the interval date. That is, brief explanations of significant differences between the budgeted and actual results for the preceding six-month period (e.g. ending 30 June or 31 December, as appropriate).

For the following licensing cycle, some of the information requirements for F.06 and F.09 may coincide and duplication of information should be avoided.

ASSESSMENT OF THE UPDATED FUTURE FINANCIAL INFORMATION

In respect of this criterion, there is no requirement for the updated future financial information prepared and submitted by the Licensee / Exemption holder to be subject to assessment procedures by an independent auditor.

The Licensor may choose to perform or request performance by the applicant's independent auditor of any reasonable assessment procedures it believes are necessary in relation to the matters notified to the Licensor.

If an auditor is used, the auditor selected by the Licensee / Exemption holder for this criterion should be the same as the auditor who carried out the audit of the preceding annual financial statements. The Licensor shall read and consider the future financial information provided to it. The Licensor may request any additional information it believes is necessary.

LICENSOR DECISION

Compliance with criterion shall be assessed by the decision-making bodies in respect of the following licensing cycle.

For the following licensing cycle, the Licensee / Exemption holder must be sanctioned:

- a) If the updated future financial information is not submitted within the defined deadline.
- b) If the Licensee / Exemption holder submits information that does not meet the minimum information requirements for the content.
- c) If the Licensee / Exemption holder does not submit further information and/or representations from management regarding its plans for the future, if such information/representations have been requested by the Licensor, or if such information/representations are not complete.

DOCUMENTS TO SUBMIT

- Declaration stating the adherence of this criteria for the upcoming season
- The original budgeted and actual profit and loss account
- The original budgeted and actual cash flow account
- Explanatory notes, including brief explanations of assumptions and risks and comparison of budget to actual figures.

F.09 CRITERIA DESCRIPTION	ICLS PREMIER 1 CRITERIA	ICLS PREMIER 2 CRITERIA						
SALARY CAP	A	A						
<p>The Licence Applicant / Licensee / Exemption holder must not incur direct and/or related expenditure on players greater than the percentage of its relevant income for the corresponding financial year as mentioned in the table below :</p> <table border="1"> <thead> <tr> <th>SEASON</th> <th>MAXIMUM percentage of the Club expenditure to be spent on player salary and player related expenses*</th> </tr> </thead> <tbody> <tr> <td>2020 - 2021</td> <td>70 %</td> </tr> <tr> <td>2021 - 2022</td> <td>65 %</td> </tr> </tbody> </table> <p>The club must also at no point during the season have year-end expenditure on player management cost greater than its year end relevant income.</p> <p>*This spend will be inclusive of the benefits the clubs provide including signing bonus, housing, cars or weekly, housing allowances etc. The list is not exhaustive.</p>			SEASON	MAXIMUM percentage of the Club expenditure to be spent on player salary and player related expenses*	2020 - 2021	70 %	2021 - 2022	65 %
SEASON	MAXIMUM percentage of the Club expenditure to be spent on player salary and player related expenses*							
2020 - 2021	70 %							
2021 - 2022	65 %							

The clubs are required to provide the details of salary paid to their players, technical and administrative staff in the following format:

Table 1: Information on Players’ cost to club

SL No	Parameters	As per the Audited Accounts (INR Lacs)	
		In Figures	In words
1	Salary/Wages Cost credited to players on periodical basis		
2	Bonuses (spot, annual, performance etc)		
3	Allowances (travel, accommodation etc)		
4	Fringe Benefits (staff welfare cost, insurance, meal etc)		
5	Any other cost incurred on players		
6	Any pending dues		
A	Total		

Table 2: Information on Technical Staff cost to club (including coaching staff)

The total strength of staff considered for calculating the following amount is

SL No	Parameters	As per the Audited Accounts (INR Lacs)	
		In Figures	In words
1	Salary/Wages Cost credited to staff on periodical basis		
2	Bonuses (spot, annual, performance etc)		
3	Allowances (travel, accommodation etc)		
4	Fringe Benefits (staff welfare cost, insurance, meal etc)		
5	Any other cost incurred on staff		
6	Any pending dues		
B	Total		

Table 3: Information on Administrative Staff cost to club

The total strength of staff considered for calculating the following amount is

SL No	Parameters	As per the Audited Accounts (INR Lacs)	
		In Figures	In words
1	Salary/Wages Cost credited to staff on periodical basis		
2	Bonuses (spot, annual, performance etc)		
3	Allowances (travel, accommodation etc)		
4	Fringe Benefits (staff welfare cost, personal/family insurance, meal)		
5	Any other cost incurred on staff		
6	Any pending dues		
C	Total		

Grand total (A+B+C):

{This format should be certified by the Statutory Auditor of the Club}

DOCUMENTS TO SUBMIT

Detailed information of Expenditure on Players and other employees in the format given above

F.10 CRITERIA DESCRIPTION	ICLS PREMIER 1 CRITERIA	ICLS PREMIER 2 CRITERIA
CLUB DEVELOPMENT PLAN	A	B
<p>The Licence Applicant / Licensee / Exemption holder must have in place a Club Development Plan (CDP). This must be drawn in accordance with the facility strategy which attains the approval of the Licensing Administration.</p> <p>The commitments, plans and proposals addressed in CDP must be adhered to. It will be a matter for the Licensing Manager to approve that genuine efforts are being made to ensure that CDP is progressing. The minimum allocation in the operating budget of the club's annual budget that should be spent on CDP :-</p> <p>SEASON Minimum allocation for CDP</p> <p>2020-21 10 %</p> <p>2021-22 10 %</p> <p>CDP report must be provided in the following format :-</p>		

Club Development Plan for season -- _____								
Please provide the activities/milestones and the financial commitment towards it, for measuring the Club development Plan as committed by the club for the season in the table below.								
Particulars	Milestones defined at the beginning of the season by club				Actual achievement of milestones by club			
	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Infrastructure Construction / Refurbishing / Upgrading	Fitsh Upgradation Rs 20,00,000	Electronic display board Rs 10,00,000	Player/Joker room Rs 5,00,000	Swimming Pool Rs 25,00,000				
Youth Program Execution	Sourcing Rs 3,00,000	Completion of Youth Academy Rs 20,00,000	1st Training Camp Rs 8,00,000	1st Youth Competition Rs 15,00,000				
Grassroots Program	Announcement and start of CSR Rs 2,50,000	CSR Group 1 Rs 2,00,000	CSR Group 2 Rs 2,00,000	CSR Group 3 Rs 1,00,000				
CSR Programs	CSR Activity Rs 50,000	CSR Activity 1 Rs 1,00,000	CSR Activity 2 Rs 4,00,000	CSR Activity 3 Rs 1,00,000				
Marketing	Launch Event Rs 50,00,000	Advertisements Rs 1,00,00,000	Charity and social activity Rs 25,00,000	Promotional Activity Rs 15,00,000				
Women's Football	U 12 girls team expenses Rs 3,00,000	U 15 girls team expenses Rs 3,50,000	U 18 girls team expenses Rs 4,00,000	Senior Team expenses Rs 20,00,000				
<p>Note: The activities and amounts filled in the table above are indicative and are for reference purpose only. Clubs have to define its own Club Development Plan and submit the updated compliance in above format to AIFF.</p> <p>Signature: (Authorized Signatory of the Club)</p>								

DOCUMENTS TO SUBMIT

- Actual achievements for the previous season in the given format with supporting documents of the expenses
- Detailed budget for the upcoming season in the given format

Article 19 : FINAL PROVISIONS

1. Annexes

All annexes to the present regulations form an integral part of these regulations.

2. Disciplinary Procedures

Any breach of these regulations may be penalized by AIFF and AFC in accordance with the relevant Disciplinary Code.

3. Matters Not Provided For

Matters not provided for in these regulations shall be decided by the relevant Executive Committee, AFC or AIFF, whose decisions are final.

4. Ratification

These regulations were adopted by the AIFF Emergency Committee as per the provisions provided in the AIFF Constitution, on 21st July 2021 and came into force immediately.

For the AIFF Emergency Committee

President:
Praful Patel

General Secretary:
Kushal Das

21st July 2021

PART FOUR

Appendix A – Exemptions, Sanctions and Deductions

A Licence Applicant may seek exemptions as provided in Article 7A of these regulations. The grant of the exemptions is a discretionary power of the concerned body**.

For granting the exemptions, the concerned body shall fine the Licence Application a minimum of RS. 1,00,000 (INR One Lac) for each ‘A’ category Club Licensing Criteria that the Licence Applicant seeks an exemption for.

In addition, the concerned body may:

1. Sanction the Licence Applicant to the tune of the total cost the Licence Applicant would have incurred to fulfil the criteria for which exemption has been sought.

The calculation of the total cost in securing the Licence would be based on the total cost the Licence Applicant had incurred to fulfil the criteria in the immediately preceding Club Licensing cycle. If the Licence Applicant had failed to fulfil the same category in the immediately preceding Club Licensing cycle, then they may be sanctioned to the tune of the average actual cost incurred by other teams in the same league (ISL or I-League), who have fulfilled the criteria in the current Club Licensing cycle.

For the avoidance of any doubt, any costs incurred by the Licence Applicant towards fulfilling a criteria in the current Club Licensing cycle may be deducted from the total sanction.

For Example: If the Licence Applicant had received a License in the preceding Club Licensing cycle in a particular criteria by spending Rs.50,00,000 and in the current Club Licencing cycle has only spent Rs.10,00,000 and has sought an exemption in the same criteria, then it may be sanctioned with an additional fine of Rs.40,00,000.

2. Impose conditional sanctions at its discretion (with reasons for the same in writing), which are in addition to the financial sanctions mentioned hereinabove.

***Being the CLC- First Instance Body or Club Licensing Appeals Body, as the situation may be*

Annex 1 – EXCEPTIONS POLICY

A. Principle

1. The AFC may, in accordance with Article 8, grant exceptions on the following matters:
 - a) non-applicability of the two-year rule defined in Article 13.A.4 in case of change of legal form or company structure of the Licence Applicant on a case by case basis;
 - b) non-applicability of a certain criterion defined in Part Three, due to national law or any other reason;
 - c) extension of the introduction period for the implementation of a criterion or a category of criterion defined in Part Three.
 - d) non-applicability of a minimum requirement concerning the decision-making bodies or process defined from Article 11.2 to Article 11.2.3 due to national law or any other reason;
 - e) non-applicability of a minimum requirement concerning the core process defined in Article 12 due to national law or any other reason;
 - f) non-applicability of a minimum assessment procedure defined in Article 12 due to national law or any other reason;
2. Exceptions related to items “ b) ” to “ f) ” above can be granted to AIFF and may apply to all clubs which are registered with the AIFF and which submits a licensing application to enter the AFC and National Club Competitions. Exceptions related to item “ a) ” above are granted to the individual club that applies for a Licence.
3. In principle, an exception is granted for a period of one season. Under specific circumstances this period may be extended and the AIFF may be placed on an improvement plan.
4. A renewal of the exception is possible upon a new request.

B. The Process

1. The AFC acts as the first instance decision-making body on exception requests.

2. An exception request must be in writing, clear and well founded.
3. Exceptions related to items defined under A (1) ('b' to 'f') must be submitted by the AIFF to the AFC sixty (60) days prior to the start of the core process.
4. Exceptions related to the item defined under A (1) (a) can be submitted at any time. When notified to the AIFF about the reorganisation or restructuring of an affiliated club (e.g. change of legal form, merger of clubs, split of club, liquidation or bankruptcy), the AIFF is responsible for notifying the AFC accordingly as soon as it becomes aware of it.
5. The AFC uses the necessary discretion to grant any exception within the limits of these regulations.
6. The status and situation of football within the territory of the AIFF will be taken into account when granting an exception. This encompasses, for example:
 - a) size of the territory, population, geography, economic background, force majeure;
 - b) size of AIFF (number of clubs, number of registered players and teams, size and quality of the administration of the association, etc.);
 - c) the level of football (professional, semi-professional or amateur clubs);
 - d) status of football as a sport within the territory and its market potential (average attendance, TV market, sponsorship, revenue potential, etc.);
 - e) the AFC and FIFA ranking;
 - f) stadium ownership situation (club, city/community, etc.) within the association;
 - g) support (financial and other) from the national, regional and local authorities, including the national sports ministry.
 - h) protection of creditors;
 - i) legal Group structure and reporting perimeter;
 - j) club identity.

7. The decision will be communicated to the AIFF. The decision shall be in writing and state the reasoning. The AIFF shall then communicate it to all Licence Applicants concerned.
8. Appeals can be lodged against decisions made by the AFC General Secretariat in writing before the Court of Arbitration for Sport (CAS) in accordance with the relevant provisions laid down in the AFC Statutes.

Annex 2 – EXTRAORDINARY APPLICATION OF THE CLUB LICENSING SYSTEM

1. The minimum licensing criteria applicable for the extraordinary application of the Club Licensing System as specified in Article 13.E shall be the same as in Part Three of these regulations. The AIFF shall notify the AFC as soon as a possibility for invoking Article 13.E arises.
2. The AIFF must notify the AFC of any potential extraordinary application requests in writing and stating the name of the club(s) concerned, latest by 31 August of the year preceding the season to be licensed.
3. The AIFF must provide the criteria for the extraordinary application to the club(s) concerned. They must prepare the club(s) concerned for the extraordinary application procedure.
4. The club (s) concerned must provide the necessary documentary proof through CLAS to the AIFF. The AIFF will assess the club (s) against the minimum criteria in Part Three of these regulations
5. AIFF shall forward the following documentation in English to the AFC by 30 September of the year preceding the season to be licensed:
 - a. A written petition to the AFC Entry Control Body duly signed and dated by the club requesting it to grant a Licence to participate in the corresponding AFC Club Competition. Such request must provide:
 - i. the name and address of the club;
 - ii. the identity of any club(s) directly affected by its petition;
 - iii. its full written argument with reference to the relevant regulations;
 - iv. all documentary evidence provided to the AIFF;
 - b. a recommendation by the AIFF (including the dates and names of the persons that assessed the club);

c. any other documents requested by the AFC.

6. If during this extraordinary application procedure any such club is eliminated on sporting merit, the AIFF shall notify the AFC General Secretariat immediately, and the procedure is immediately terminated, without further decision. Any such terminated procedure cannot be resumed or restarted at a later stage.

AFC Venue Facilities Questionnaire

Member Association :

1. Stadium Information :-

a) Stadium Name	<input style="width: 100%;" type="text"/>		
b) Address	<input style="width: 100%;" type="text"/>		
c) City	<input style="width: 95%;" type="text"/>	d) Country	<input style="width: 95%;" type="text"/>
e) Postal Code	<input style="width: 95%;" type="text"/>	g) Phone	<input style="width: 95%;" type="text"/>
h) Fax	<input style="width: 95%;" type="text"/>	f) Email	<input style="width: 95%;" type="text"/>
b) Website	<input style="width: 100%;" type="text"/>		

2. Stadium Owner Information :-

a) Owner Name	<input style="width: 100%;" type="text"/>		
b) Address	<input style="width: 100%;" type="text"/>		
c) City	<input style="width: 95%;" type="text"/>	d) Country	<input style="width: 95%;" type="text"/>
e) Postal Code	<input style="width: 95%;" type="text"/>	g) Phone	<input style="width: 95%;" type="text"/>
h) Fax	<input style="width: 95%;" type="text"/>	f) Email	<input style="width: 95%;" type="text"/>
b) Website	<input style="width: 100%;" type="text"/>		

3. Stadium Management :-

a) Manager Name	<input style="width: 100%;" type="text"/>		
ai) Phone	<input style="width: 95%;" type="text"/>	aii) Fax	<input style="width: 95%;" type="text"/>
aiii) Email	<input style="width: 100%;" type="text"/>		
Marketing Officer	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
b) Marketing Officer Name	<input style="width: 100%;" type="text"/>		
bi) Phone	<input style="width: 95%;" type="text"/>	bii) Fax	<input style="width: 95%;" type="text"/>
biii) Email	<input style="width: 100%;" type="text"/>		
Security Officer	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
c) Security Officer Name	<input style="width: 100%;" type="text"/>		
ci) Phone	<input style="width: 95%;" type="text"/>	cii) Fax	<input style="width: 95%;" type="text"/>
ciii) Email	<input style="width: 100%;" type="text"/>		

4. Stadium History :-

a) Year stadium built b) Date of inauguration

c) Last renovated in

d) Renovation made on

e) Any further renovation planned ? Yes No

f) Shape of the Stadium

g) Permanent Stands ? Yes No Location

h) Temporary Stands ? Yes No Location

i) Retractable Roof ? Yes No How many min. does it take to open & close completely?

j) Stadium Purpose

5. Accessibility :-

5.1. Parking Spaces :-

Categories	Spaces		Location
	Buses	Cars	
For Category 1 spectators			Within the stadium security perimeter
For Category 2 spectators			In the immediate vicinity of the stadium
For Public			Within CAA
For VIPs			Nearest to the stadium
For AFC Officials			Nearest to the official area
For Media			Nearest to the media zone
TOTAL			

5.2. Public Transport :-

a) Is there access to the venue by public transport ? Yes No

b) What forms of public transport ?

c) The walking distance to the stadium from drop-off point of the most frequently used public transport

6. Stadium Pitch :-

Pitch Dimension Length : (M) Width : (M)

Type of Pitch Natural Grass Artificial

If Artificial Turf : Name of the Product

FIFA Approved ? Yes No

Condition of the Pitch

Running Track ?

Yes No

Warm-up available ?

Yes No

Particular features :

Drainage system Yes No

Watering system

Distance between the pitch & the stands (in m) :-

Behind the goal lines : Along the touch lines :

Current advertising signage ?

Yes No

Location

Numbers

7. Warm-up Area :-

Outdoor warm-up area

Location

behind the goal beside the bench

Type of surface

Indoor warm-up area ?

Yes No

Location

Size (in m²)

Type of surface

Proximity to dressing room

Air-conditioned ? Yes No

Lighting ? Yes No

8. Technical Facilities :-

Substitution bench

Bench Dug-Out

Covered Uncovered

Mobile Fixed Capacity :

4th Official bench

Covered Uncovered Capacity :

Goals	Dimension :	<input type="text"/>	Material :	<input type="text"/>
Spare Goals	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Spare Cornor Flag	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Flag Poles	<input type="checkbox"/> Yes	<input type="checkbox"/> No	How Many:	<input type="text"/>

9. Seats :-

9.1. General :-

a) Number of seats with backrest :	<input type="text"/>
b) Number of seats without backrest :	<input type="text"/>
c) Number of seats less than 2.5 m above the pitch line :	<input type="text"/>
d) Number of seats with obsured view (kill seats) :	<input type="text"/>

9.2. Access to the seats :-

a) Seperate gate exclusive for media ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	How many?	<input type="text"/>
b) Seperate gate exclusive for VIPs ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	How many?	<input type="text"/>
c) Seperate gate exclusive for teams ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	How many?	<input type="text"/>

9.3. Seats Categorization (overall) :-

	No. of Covered Seats	No. of Uncovered Seats	Location	Seats are numbered ?	
VVIP	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
VIP	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Category 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Category 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Category 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Category 4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Disabled Seats	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Media Tribune	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Corporate Boxes	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
TOTAL	<input type="text"/>	<input type="text"/>			

9.4. Separation of spectators from playing area :

- a) Is there any separation ? Yes No
- b) Fences ?
Height
Scalable Yes No
- c) Moat
Height
Width
- d) Distance from boundary wall
To the goal line :
To the touch line :

9.5. Separation of visiting spectators :-

- a) Is there any specific seating area designated always as the area for visiting spectators ? Yes No
- b) Is there separate sanitary (toilet) facilities in nearby area ? Yes No
- c) Is there separate refreshment facilities in nearby area ? Yes No

9.6. Seats Categorisation for AFC Match Officials :-

- a) Location VVIP VIP Covered Uncovered
- b) Seats with Desks Yes No
- c) TV Facility available Yes No
- d) Is there a separation from other category of seats ? Yes No

9.7. Seats Categorisation for Visiting Teams :-

- Location Covered Uncovered
- b) Is there a separation from other category of seats ? Yes No

10. Floodlight Section :-

- a) Intensity of lighting (LUX)
- b) Certificate available ? Yes No
- c) In case of power failure, how many minutes does it take to get full light back ?
- d) Is there a back-up generator
For the Field of Play Yes No
Intensity (LUX)
For the Other areas of the stadium Yes No
Intensity (LUX)
- e) In case of power failure, no. of minutes to start the back-up generator ?

11. Facilities :-

11.1. Dressing Rooms for Teams :-

Total no. of Dressing Rooms :

a) Home team dressing room :

Area : m²

No. of Showers :

No. of toilets :

No. of urinals :

Air-conditioning : Yes No

Heating : Yes No

Refrigerator : Yes No

Locker : Yes No

White Board : Yes No

Massage Board : Yes No

How many Chairs :

TV ? Yes No

Indoor Training Pitch ? Yes No

Walking distance to pitch in meters :

Others :

b) Visiting team dressing room :

Area : m²

No. of Showers :

No. of toilets :

No. of urinals :

Air-conditioning : Yes No

Heating : Yes No

Refrigerator : Yes No

Locker : Yes No

White Board : Yes No

Massage Board : Yes No

How many Chairs :

TV ? Yes No

Indoor Training Pitch ? Yes No

Walking distance to pitch in meters :

Others :

11.2. Dressing Room for Referees :-

Total no. of Dressing Rooms :

a) Referee Dressing Room - 1 :

Area : m²

No. of Showers :

No. of toilets :

No. of urinals :

Air-conditioning : Yes No

Heating : Yes No

Refrigerator : Yes No

Locker : Yes No

White Board : Yes No

Massage Board : Yes No

How many Chairs :

Hot Water ? Yes No

Ball pump ? Yes No

TV ? Yes No

Walking distance to pitch in meters :

Others :

a) Referee Dressing Room - 2 :

Area : m²

No. of Showers :

No. of toilets :

No. of urinals :

Air-conditioning : Yes No

Heating : Yes No

Refrigerator : Yes No

Locker : Yes No

White Board : Yes No

Massage Board : Yes No

How many Chairs :

Hot Water ? Yes No

Ball pump ? Yes No

TV ? Yes No

Walking distance to pitch in meters :

Others :

11.3. VVIP Room :-

a) Exact Location

b) Area ?

c) No. of person that can fit in the room (Capacity)

d) Able to watch the match from the room ? Yes No

e) No. of Chairs

f) No. of Tables

g) Toilet ? Yes No

h) Refrigerator ? Yes No

i) Air-conditioning ? Yes No

j) TV ? Yes No

k) Door locking system ? Yes No

11.4. VIP Room :-

a) Exact Location

b) Area ?

c) No. of person that can fit in the room (Capacity)

d) Able to watch the match from the room ? Yes No

e) No. of Chairs

f) No. of Tables

g) Toilet ? Yes No

h) Refrigerator ? Yes No

i) Air-conditioning ? Yes No

j) TV ? Yes No

k) Door locking system ? Yes No

11.5. AFC Office :-

a) Possible Location	<input type="text"/>		
b) No. of Rooms	<input type="text"/>	c) Area ?	<input type="text"/>
d) Phone ?	<input type="checkbox"/> Yes <input type="checkbox"/> No	How many?	<input type="text"/>
e) Fax ?	<input type="checkbox"/> Yes <input type="checkbox"/> No	How many?	<input type="text"/>
f) Internet Broadband ?	<input type="checkbox"/> Yes <input type="checkbox"/> No	How many?	<input type="text"/>
g) Air-Conditioning ?	<input type="checkbox"/> Yes <input type="checkbox"/> No	How many?	<input type="text"/>
h) Toilet ?	<input type="checkbox"/> Yes <input type="checkbox"/> No	How many?	<input type="text"/>
i) Desk & Chairs ?	<input type="checkbox"/> Yes <input type="checkbox"/> No	How many?	<input type="text"/>
j) Photocopier ?	<input type="checkbox"/> Yes <input type="checkbox"/> No	How many?	<input type="text"/>
k) Computer & Printer ?	<input type="checkbox"/> Yes <input type="checkbox"/> No	How many?	<input type="text"/>
l) Refrigerator ?	<input type="checkbox"/> Yes <input type="checkbox"/> No	How many?	<input type="text"/>
m) Others	<input type="text"/>		

11.6. Medical Room :-

a) No. of Rooms	<input type="text"/>	b) Personnel ?	<input type="text"/>
c) Possible Location	<input type="text"/>		d) Area <input type="text"/> m ²
e) Bed ?	<input type="checkbox"/> Yes <input type="checkbox"/> No	f) Toilet ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
g) Refrigerator ?	<input type="checkbox"/> Yes <input type="checkbox"/> No	h) Air-conditioning ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
i) Accessibility	Walking distance to pitch in meters : <input type="text"/>		
	Easy access to and from pitch ? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Distance to Dopping control room in meters : <input type="text"/>		
j) Others	<input type="text"/>		

11.7. Doping Room :-

a) Doping Control Room ?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
b) Possible Location	<input type="text"/>		c) Area <input type="text"/> m ²
d) Sofa & Chairs ?	<input type="checkbox"/> Yes <input type="checkbox"/> No	e) Toilet ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
f) Refrigerator ?	<input type="checkbox"/> Yes <input type="checkbox"/> No	g) Air-conditioning ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
h) Door locking system ?	<input type="checkbox"/> Yes <input type="checkbox"/> No	i) TV ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
j) Shower ?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

11.8. Storage Room :-

b) Possible Location	<input type="text"/>	c) Area	<input type="text"/>	m ²
c) Refrigerator ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	d) Air-conditioning ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
e) Door locking system ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		

11.9. Ball Boys Changing Room :-

a) Possible Location	<input type="text"/>			
b) Sofa & Chairs ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	c) Toilet ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
d) Refrigerator ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	e) Air-conditioning ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
f) Door locking system ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	g) TV ?	<input type="checkbox"/> Yes <input type="checkbox"/> No

11.10. Player Escort Room :-

a) Exact Location	<input type="text"/>			
b) Sofa & Chairs ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	c) Toilet ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
d) Refrigerator ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	e) Air-conditioning ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
f) Door locking system ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	g) TV ?	<input type="checkbox"/> Yes <input type="checkbox"/> No

12. Media :-

12.1. Press Room :-

a) Location	<input type="text"/>					
b) Capacity	<input type="text"/>					
c) Table & Chairs	<input type="checkbox"/> Yes	<input type="checkbox"/> No				
d) Air-conditioning	<input type="checkbox"/> Yes	<input type="checkbox"/> No				
Facilities	Available		How many		Can be increased?	
e) Phone	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="text"/>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
f) Internet Broadband	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="text"/>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
g) Fax	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="text"/>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
h) Photocopier	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="text"/>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
i) Computer	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="text"/>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
j) Printer	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="text"/>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
k) Refrigerator	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="text"/>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
l) Toilet	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="text"/>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
m) TV	<input type="checkbox"/> Yes	<input type="checkbox"/> No				
n) Press Centre	<input type="checkbox"/> Yes	<input type="checkbox"/> No				
m) Specific area for Photographers in press room ?			<input type="checkbox"/> Yes	<input type="checkbox"/> No		

12.2. Press Conference Room :-

a) Press Conference Room ? Yes No b) Capacity

c) Location d) Table & Chair Yes No

e) Podium Yes No f) No. of seats on Podium

g) Microphone Yes No h) No. of Microphone

i) Speakers Yes No j) No. of speakers

k) How do media go from media seats to conference room ?

Exclusive pathway for media to Press Conference Room.

Shared pathway with VIP/Fans/Teams/Match Officials.

12.3. TV & Commentary Positions :-

TV & Radio positions ? Yes No

	No. of enclosed positions	No. of outdoor positions	Locations & Area (m ²)	Can it be increased?		If Yes, by how many?
Radio Positions	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="text"/>
TV Positions	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="text"/>
Total	<input type="text"/>	<input type="text"/>				

12.4. Media Stand :-

	No. of seats with desk	No. of seats without desk	Locations	Can it be increased?		If Yes, by how many?
Covered Seats	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="text"/>
Uncovered Seats	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="text"/>
Total	<input type="text"/>	<input type="text"/>				

Power Plug Yes No

Internet Yes No Type of Internet Wired Broadband Wireless

12.5. Mixed Zone :-

a) Location

b) Is location between the team's dressing room & their exit to team bus ? Yes No

c) Space Area : m²

d) Capacity

e) Segregation from spectators ? Yes No

12.6. TV Compound Area:-

- a) Location
- b) Dimension m² Secured Area ? Yes No

12.7. Pitch Position for Photographers & ENG:-

- a) No. of positions for photographers in behind the goals
- b) No. of positions for ENG crew behind the goals
- c) No. of powerpoints & internet access for the photographers on the pitch

13. Spectators with Disabilities :-

- a) Seperate access is available directly to their seating area ? Yes No
- b) Toilets for the disabled ? Yes No Easy access from the disabled seats to the toilets ? Yes No
- c) Parking for the disabled ? Yes No Easy access from the disabled seats to the parking ? Yes No
- d) Is a seat available for the accompanying persons immediately next to the disabled spectator ? Yes No

14. Control Room :-

- Is there a control room for the coordination of the police, fire service & stadium management ? Yes No
- Location
- CCTV System ? Yes No
- Location for the crisis management meeting room
- Are there approved emergency contingency plan? ? Yes No

15. CCTV - TV Surveillance Spectators Activity :-

- a) Type (Permanent/Temporary)? Permanent Temporary
- b) Inside the stadium ? Yes No c) Outside the stadium ? Yes No
- d) Colour system ? Yes No e) Number of cameras
- f) Number of monitor screen

16. Public Announcement System :-

- a) Is there a public announcement system (loudspeakers) ? Yes No
- b) Coverage Area
- c) Location
- d) Can national anthem be played & public announcement be made from with this system ? Yes No

e) Can promotional spots be played & public announcement be made with this system ?

Yes

No

f) CD/DVD Player?

Yes

No

g) Tape Player?

Yes

No

17. Scoreboard/Giant Screen :-

a) Location

b) Size (in m²)

c) TV Output?

Yes

No

d) Possibility to show the match live ?

Yes

No

e) Possibility to replay the match ?

Yes

No

f) Type of data that can be shown on screen

g) Screen Resolution (Quality)

h) Manufacturer Logo or Name ?

Yes

No

18. Toilets :-

a) Total number of toilets

b) Number of VIP toilets

c) Number of toilets for Men

d) Number of toilets for Women

e) Are they clean & in working order ?

Yes

No

f) Others

19. First Aid Facilities :-

a) First aid room for Public ?

Yes

No

Number

b) Medical Staff ?

Yes

No

c) Location

d) Distance to Location of medical room (in meter)

e) Ambulance ?

Yes

No

Position

f) Nearest Hospital

Name

Distance (km)

How many minutes ?

20. Safety & Security Plan :-

a) Safety gates in the perimeter fence which open onto the playing area ? Yes No

b) Marked escape routes ? Yes No

c) Segregation fences in the grandstand ? Yes No

How many ? Height

Location

d) Number of Ticket booths ?

e) Number of Main entrances ?

f) Number of Side entrances ?

g) Number of Turnstiles available ?

h) Number of Exterior ?

i) How many minutes does it take to evacuate the spectators ?

j) Is a stretchable tunnel available to protect the Players & Officials? Yes No

k) Police/Security ? Yes No

l) Others

21. Signposting & Direction :-

a) Signposting ? Yes No

(As the stadium approaches) Yes No

(around the stadium to show routes to the different sectors) Yes No

d) Does ticket inform/guide the spectators to their seat once this ticket has been torn off at the turnstiles ? Yes No

e) Large scale maps available ? Yes No

f) Are the sectors clearly indicated & segregated ? Yes No

g) Are entrances, corridors, gangways & public amenities clearly signposted ? Yes No

22. Training Facilities :-

1)

Name

Location

Distance from team hotel (km)

Distance from AFC hotel (km)

Facilities	Available	How Many

d) Team dressing room ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="text"/>
e) Shower ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="text"/>
f) Toilet ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="text"/>
g) Floodlights ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Number of Lux <input type="text"/>
h) Pitch Dimension (in meters)	Length : <input type="text"/>	Width : <input type="text"/>	
i) Type of Pitch ?	<input type="checkbox"/> Natural	<input type="checkbox"/> Artificial	
	If Artificial Turf	Product Name <input type="text"/>	
	FIFA Approved ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
j) Condition of Pitch ?	<input type="text"/>		
k) Pitch is available 2 days prior to match day?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
l) Remarks	<input type="text"/>		

23. Preferred Hotel :-

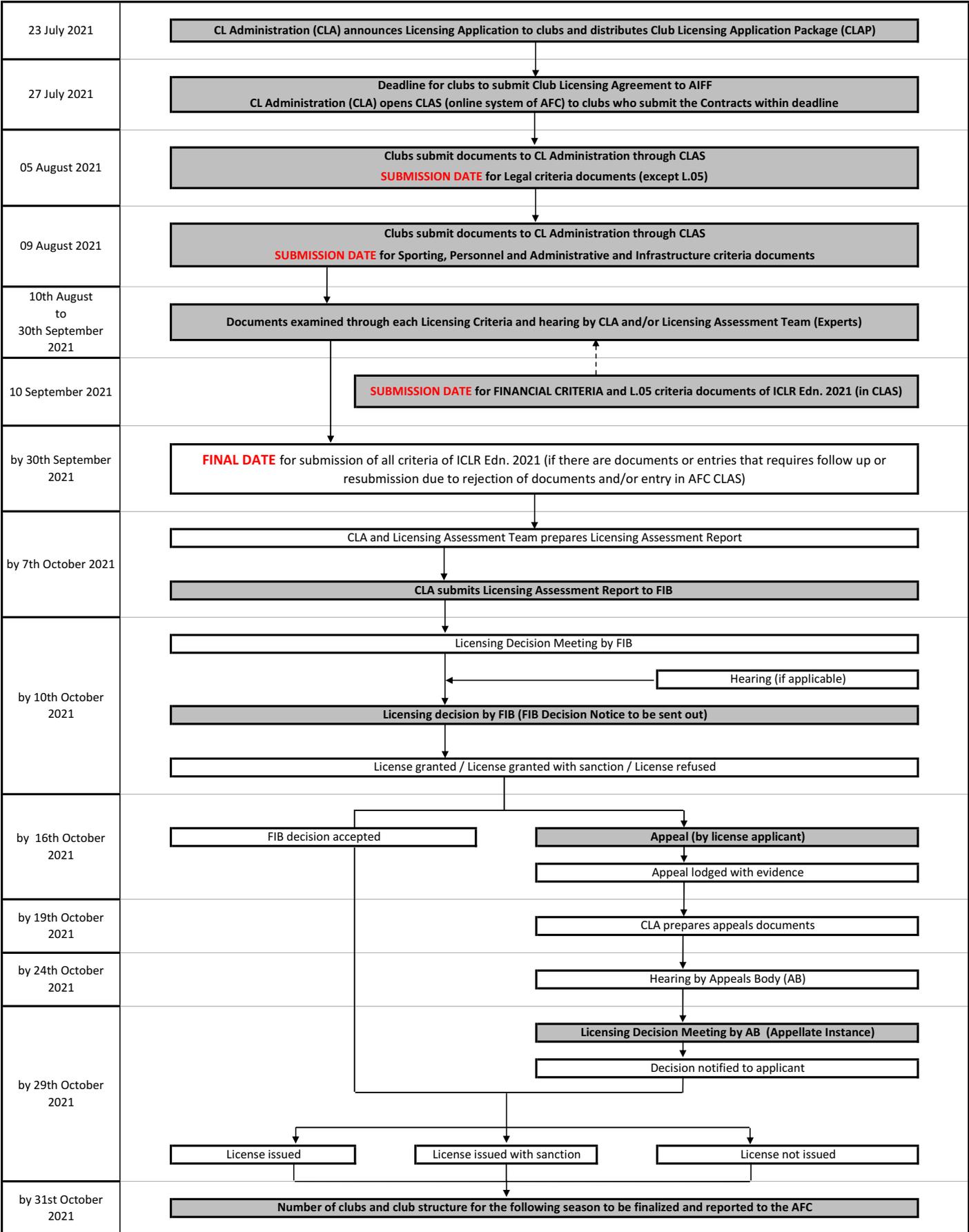
23.1 Preferred Hotel (For : <input type="text"/>			
a) Name	<input type="text"/>		
b) Address	<input type="text"/>		
c) Phone	<input type="text"/>	d) Fax	<input type="text"/>
e) Email	<input type="text"/>	f) Price/night	<input type="text"/> (in USD)
g) Distance	From the Stadium	<input type="text"/> (km) ; minutes	<input type="text"/>
	From the City Centre	<input type="text"/> (km) ; minutes	<input type="text"/>

23.2 Preferred Hotel (For : <input type="text"/>			
a) Name	<input type="text"/>		
b) Address	<input type="text"/>		
c) Phone	<input type="text"/>	d) Fax	<input type="text"/>
e) Email	<input type="text"/>	f) Price/night	<input type="text"/> (in USD)
g) Distance	From the Stadium	<input type="text"/> (km) ; minutes	<input type="text"/>
	From the City Centre	<input type="text"/> (km) ; minutes	<input type="text"/>

24. Preferred Airport :-

From the Airport	<input type="text"/> (KM)	<input type="text"/> (Minutes)
Airport Name	<input type="text"/>	
City	<input type="text"/>	
<i>(If the city of the stadium doesn't have international airport, how many daily connections is available from an international airport.)</i>	How Many	<input type="text"/>
	From which International Airport	<input type="text"/>

**Club Licensing Core Process
Timeline for Year 2021**



AFC Club Licensing Administrative System (CLAS) User Manual (Club)

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1.0 AFC Club Licensing Administrative System (CLAS)

URL: <http://clas.afc-link.com>



The AFC Club Licensing Administrative System (CLAS) is an innovative step by AFC which allows the Member Association (“MA”) - which in this case is the *All India Football Federation*, and Clubs (“License Applicant”) to streamline the club licensing procedure by enabling to communicate and monitor the criteria fulfilment process.

1.1 Club’s Responsibility in relation to CLAS

Below are a list of responsibility area for the clubs in CLAS:

1.1.1 System

- 1) Clubs are responsible to manage the club’s administrative user access within CLAS. User management can be accessed in the administrative section within CLAS.

1.1.2 Administrative

- 1) Clubs are responsible to submit the required entry and documents accurately within the given timeline to fulfill the regulation criteria, failing which the relevant License/s will either, not be awarded, or, can be suspended.
- 2) Clubs are responsible to monitor the submission approval by the MA and to follow up on any rejected submission.
- 3) Clubs are required to communicate with the MA Club Licensing Administration (CLA) in terms of progress and statuses of the requirement submission.

2.0 System Access and Logins



CLAS can be accessed through a browser at <http://clas.afc-link.com>. It is recommended that the browser are in the latest version. Although all browsers are supported, the recommended browser to access CLAS is Chrome.

A login page will be visible when CLAS is loaded (as shown in the screenshot above). Enter the username and password provided by the CLA to login into CLAS.

Each Club will be provided with one “BASIC” ID & one “ADMIN” ID by the MA after due formalities are completed to procure the said login IDs.

The “BASIC” ID will have the privilege to upload all documents and required information on CLAS. This ID can be identified by its name which is, the acronym of the club name followed by “_BASIC” (e.g. ABCD_BASIC)

The “ADMIN” ID will have the privilege to upload all documents and required information on CLAS. Additionally, the “ADMIN” ID will have the sole authority to submit all the uploaded documents and information to MA and AFC through CLAS. This ID can be identified by its name which is, the acronym of the club name followed by “_ADMIN” (e.g. ABCD_ADMIN). This ID type can only be assigned by the MA that too to only one person of the club at any given point of time who is an authorised signatory of the club for all purposes.

If a Club has not been assigned any of the above IDs or they need to make significant changes to the above IDs (change of name, email ID), then the Club needs to write an email to club.licensing@the-aiff.com asking about the same.

2.1 Password Reset



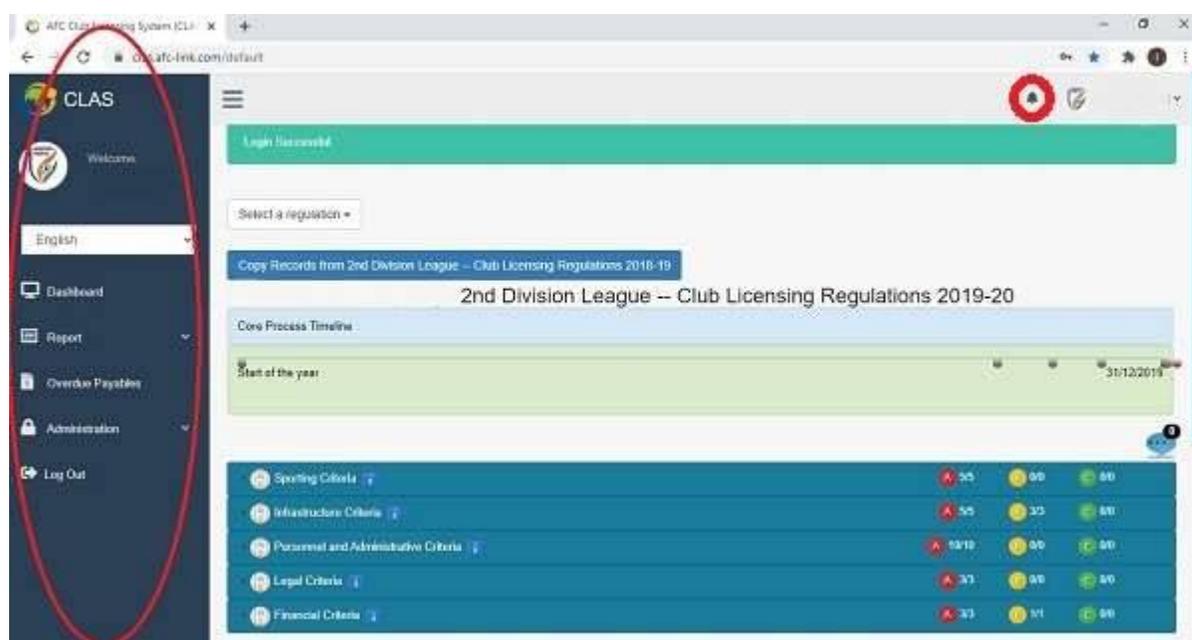
To reset password, click on the Forgot Password link in the main login page. Enter the email that was registered with CLAS along with the security code shown below. Click on the Submit button and an email with a reset password link will be sent to the registered email.

Once received the rest password email, click on the link in the content of the email to arrive to a reset password page. Enter the username that is used for CLAS login and the desired new password to reset the password.

3.0 Main Page / Dashboard

Criteria	A	B	C
Sporting Criteria	5/5	0/0	0/0
Infrastructure Criteria	5/5	3/3	0/0
Personnel and Administrative Criteria	10/10	0/0	0/0
Legal Criteria	3/3	0/0	0/0
Financial Criteria	3/3	1/1	0/0

3.1 Navigation Menu



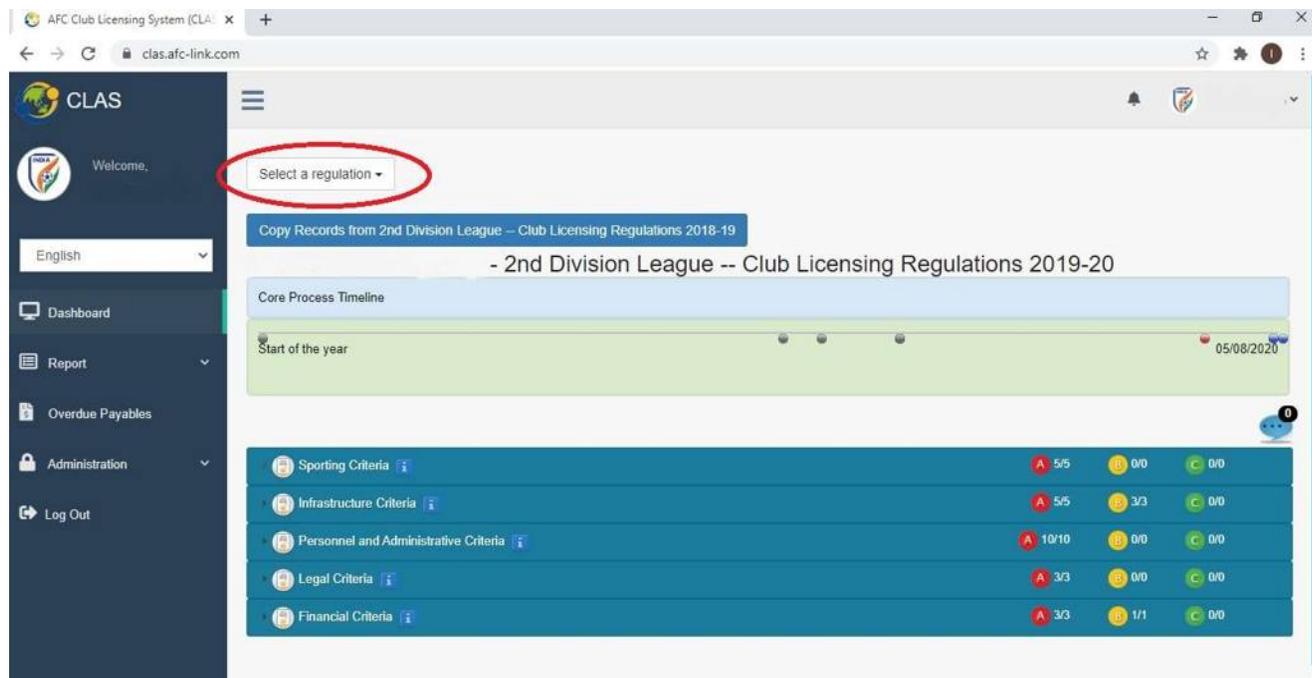
This icon  on the top bar of the navigation menu shows the number of notification messages. Click to display the list of notifications. Click on the notification to go to the relevant sections in CLAS

Below are the details in regards to the left side of the navigation menu:

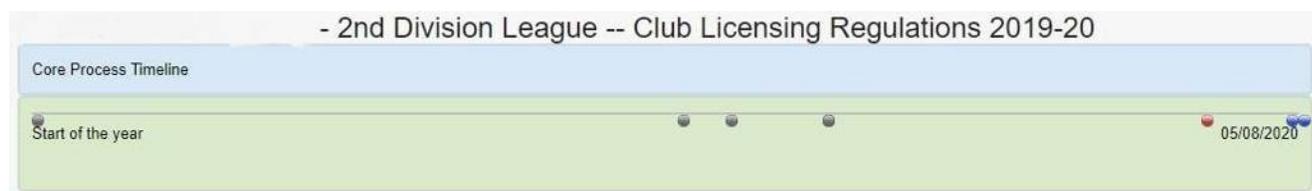
- ❖ **Dashboard** – Link to the Home Page
- ❖ **Report**
 - Club Submission
 - Detail -- Complete report of the licensing application with submissions
 - Summary -- Summarised report of the licensing application
 - Regulation Details -- Criteria details and documents/information required
- ❖ **Overdue Payables** -- All cases of Overdue payables to EMPLOYEES (Players, Coaches, Administrative and other employees)
- ❖ **Administration**
User Management – create/manage other users of the club.

4.0 Criteria Requirement Fulfillment

Under Dashboard/Home Page, Click on the “Select a regulation” button to select the criteria regulation that needs to be fulfilled. The page shows all the criteria fulfilment details for the selected criteria.

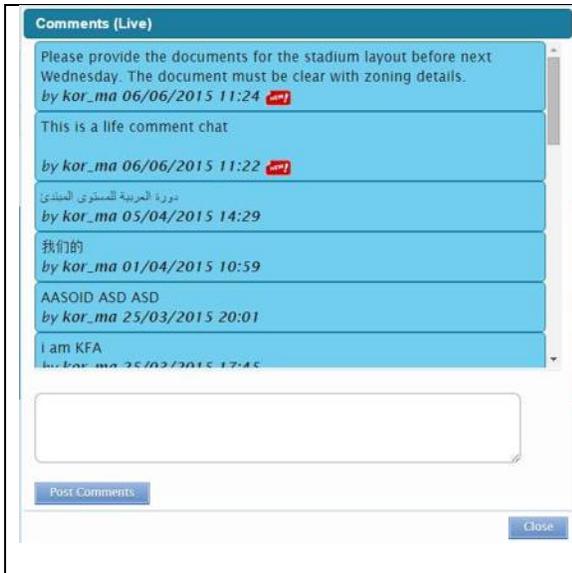


This section shows the Core Process Timeline for the year:-



Move the mouse over to the coloured dots to show the timeline details. The Core Process Timeline are shown in a linear order. The **GREY** icon indicating a timeline that has passed. The **RED** icon indicates the present day. The **BLUE** icon indicates the upcoming timeline. The timeline plots are relative, based on the start of the year and the last timeline for the year. Move the mouse over to the plot icons to show the timeline details.

The club’s ADMIN ID user can communicate with the MA CLA in regards to the criteria fulfilment by clicking on the chat icon .



To post a comments, enter the text in the allocated text area and click Post Comments button. The latest message will appear on the top of the chat thread. Click Close button to close the chat / comment window.

4.1.1 Criteria Section



To view each criteria details of the criteria section, click on the expand icon shown on the left most part of the panel. Click on the  icon to display the description of the criteria section. The section on the right indicates “number of criteria that was approved” / “total number of criteria within that section” for “A”, “B” and “C” Criteria.

4.1.2 Criteria Types / Criteria

Sporting Criteria		A 0/4	B 0/1	C 0/0
A Criteria				
▶	YOUTH DEVELOPMENT PROGRAMME	Submission Date:15-10-2015 (due in 78 days) Final Date:05-11-2015 (due in 99 days)	1	3 11
▶	YOUTH TEAMS	Submission Date:26-10-2015 (due in 89 days) Final Date:05-11-2015 (due in 99 days)	0	0 5
▶	MEDICAL CARE OF PLAYERS	Submission Date:26-10-2015 (due in 89 days) Final Date:05-11-2015 (due in 99 days)	0	0 12
▶	WRITTEN CONTRACT WITH PROFESSIONAL OR AMATEUR PLAYERS	Submission Date:26-10-2015 (due in 89 days) Final Date:05-11-2015 (due in 99 days)	0	0 16
B Criteria				
C Criteria				

To view the criteria details, click on the expand icon shown on the left most part of the panel. Click on the  icon to display the description of the criteria. The middle section of the panel shows the Submission deadline and the Final deadline.

Submission Date – The deadline for the clubs to submit all the required document and entries. The MA will review the submitted details, after the submission date.

Final Date – The final deadline for the clubs to comply with all the requirement if there are documents or entry that requires follow up or resubmission due to rejection of documents or entry.

The 🕒 icon indicating the number of criteria requirements that has been submitted by the Club and awaiting actions by the CLA. The ✅ icon indicating the number of criteria requirement that has been approved by the CLA. The last number indicating the total number of criteria requirement within the criteria.

4.1.3 Criteria Requirements

Submit Criteria to MA for Approval
 Remove Submission
 Criteria Approved by MA
 Criteria Rejected by MA

Criteria Requirements:

1) text field

This is a simple text entry

Entry Date
29/07/2015

Submission Date
29/07/2015

This is not correct
-uae_admin
29/07/2015 23:12

2) large text

This is a large text entry
This can be multiple lines and sentences

Entry Date
29/07/2015

Submission Date
29/07/2015

3) yes or not

Yes ▾

Entry Date
29/07/2015

Submission Date
29/07/2015

4) date field

21-07-2015 📅

Entry Date
29/07/2015

Submission Date
29/07/2015

5) date range

From: 05-08-2015 📅

To: 26-08-2015 📅

Entry Date
29/07/2015

Submission Date
29/07/2015

6) document uploads

File Name:	Description:	Expiry Date:	Entry Date:	Submission Date:
20150718020703.jpg By - sharjah_admin	Stadium Diagram	27/08/2015	29/07/2015	<div style="display: flex; justify-content: space-between; align-items: center;"> Remove </div>

Browse... No file selected.

Upload

Criteria Requirements are documents and information that need to be submitted by the Club to prove and support their case in terms of fulfilling the criteria requested by the MA. Only the entry / documents that was **submitted** by the club will appear / shown to the MA CLA. There are 8 types of criteria requirements and they are:

Text Field - A simple one line of text. The entry will be auto saved upon completion.

Large Text Field – A more descriptive details is to be entered. The entry will be auto saved upon completion.

Yes or No Selection – Club to select either a yes or a no option. The entry will be auto saved when yes or no are selected.

Date Field – A date selection option. A calendar selection will appear for the user to select the date. The entry will be auto saved when a date is selected.

Date From and To Field – Contains 2 date selection option. Club to select a date range by selecting from and to date. A calendar selection will appear for the user to select the date. The entry will be auto saved when a date is selected.

Document Uploads – Club to upload document(s) that is required to fulfil the criteria. There are no restriction on the types of document that can be uploaded.

File Name:	Description:	Expiry Date:	Entry Date:	Submission Date:
20150718020703.jpg By - sharjah_admin	Stadium Diagram	13/07/2016	29/07/2015	

Browse... No file selected. File Descriptions: [] 13-07-2016 [] Upload

Click on Browse/Choose File button, select the document to be uploaded, optionally enters the description of the document and the expiry date and click on the Upload button. Email notification will be sent when the document is near the expiry date. Email notification will be sent 30 days, 15 days and 5 days before the document expired.

Team Officials Details – Club to enter the team official(s) details. The required fields are Name, Designation and Remarks. Click on the Add button to add the team official’s detail into the list. Continue to add additional team officials if required.

Name:	Designation:	Remark:	Entry Date:	Submission Date:
Mr Daniel Kwok	Assistant Coach	Recently Hired	29/07/2015	

officials's name [] officials's design [] remarks in regards to the offic... [] Add

Player Details – Club to enter the player(s) details. The required fields are Name, Date of Birth (DOB) and Jersey

No. Click Add button to add the player’s detail into the list. Continue to add additional players if required.

All entry and uploaded documents must be **submitted** to the MA CLA by the “ADMIN” ID user. For the avoidance of doubt, documents uploaded by “BASIC” or “UNIT” ID users will be visible to the “ADMIN” ID user and he/she can submit the same document and entry without requiring to upload or enter everything again. To submit the uploaded documents or entries, “ADMIN” ID user will have to click on icon to submit every entry or document for approval, individually. If the entry or the document has not been approved or rejected by the CLA, the entry or document can be withdrawn from submission by clicking the icon.

NOTE: Please note that merely by uploading documents and/or entering the required information in AFC CLAS is not enough to complete the submission process. A Club’s club licensing documents and entry submission process will be considered complete only when the Club, through its “ADMIN” ID, submits the documents and information to the MA through AFC CLAS after following the above process. The MA CLA can only act upon (Approve / Reject) those entries and documents for which the above **submission** process has been followed. Failure to follow the above-mentioned **submission** process will be deemed as non-submission of the said entries and documents.

Submission that are approved by the CLA will have the icon while rejected submission will have an icon. Rejected submission will have a red background colour and the club will be able to change the entry / remove documents / re-submit the entry. Any changes must be **submitted** to the MA again for approval (same process as mentioned above).

Once a new entry has been updated/uploaded for the rejected submission and submitted to MA, the “ADMIN” ID user must click on the “ATTENDED” button to complete the re-submission process.

5.0 User Management

To manage user access, navigate to **Administration > User Management** from the left Navigation Menu as shown in point no. **3.1** of this Manual.

This section allows the Club's "ADMIN" ID user to manage club's user access.

The screenshot shows the 'Add New User Account' interface. It features a search bar and a form with the following fields: Username (text input), Password (text input with a note: 'Verification email will be sent to the user and the user is required to enter a new password upon verification.'), Name (text input), Email (text input), Role (dropdown menu), MA (dropdown menu with 'UAE - United Arab Emirates Football Association' selected), Club (dropdown menu with 'UAE - SHARJAH (UAE)' selected), and Active (radio buttons for 'Active' and 'Not Active'). At the bottom of the form are 'Create New User' and 'Clear' buttons.

Below the form is a table titled 'Users' with the following data:

	Name	Username	Email	Role	MA	Club	Active	Last Login
1	sharjah_user	sharjah_user	sharjah_user@email.com	club_user	United Arab Emirates Football Association	SHARJAH (UAE)	Yes	08/07/2015 18:18
2	sharjah Admin	sharjah_admin	sharjah_admin@email.com	club_admin	United Arab Emirates Football Association	SHARJAH (UAE)	Yes	31/07/2015 09:41

5.1 Add New User

Under the Add New User Account tab, the Club's "ADMIN" ID user can create new CLAS users. All the fields are required for creating a new user account :-

Username – username must be at least 5 characters in length.

Password – Password are not required when creating a new account. Once the account is created, a verification email will be sent which will contain a link to an activation page where the user will key in their own password.

Name – the user's name.

Email – the user's email address.

Role – There are 2 types of roles to select from.

-  **Clubs - Normal User** → Club user with ability to upload the criteria requirement entry and document submission. **Will have access to all criteria**
-  **Clubs - Unit** → Club user with ability to upload the criteria requirement entry and document submission. After the account is activated, Club's "ADMIN" ID user can assign access to specific criteria only, to the "Clubs - Unit" ID user, allowing the Club to restrict the access of other criteria.

MA – This is fixed to the MA the club belongs to.

Club – This is fixed to the club that the administrator is belong to.

Click Create New User to create the new user. The user can access to the system once the account has been created.

5.2 Edit a User

Click on  icon to edit the user. The user information will appear in the Edit User Account form.



Once the user account has been created, the username cannot be changed. Click on the Reset Password button to reset the password for the user. An email containing a link for the user to change their password will be sent once the button is clicked. The user are required to enter the username used to access CLAS and also the new password to reset their password. Once the user is no longer needed to access CLAS, click on Not Active and click on the Save button to update all the details and status.

5.3 Search for User

Click on the Search tab to display the search form.



Enter the username, name, email or other options to search for the user that matches the search criteria. The user that met the search string will appear at the bottom of the form.

6.0 Awarded License and Appeal

FIB Decision
Rejected
Confirmed by FIB 1 - 28/11/2018 11:28
Remarks
Reject license

You can initiate appeal by 29/11/2018 - 1 day(s)
Initiate Appeal

FIB Decision
Granted with sanction
Confirmed FIB 1 - 28/11/2018 11:35
Remarks
This is granted with sanction

You can initiate appeal by 29/11/2018 - 1 day(s)
Initiate Appeal

The decision for the licensing application can be viewed on top of the section. The decision will be visible once the CLA released the decision or after the decision period. Club can initiate the appeal if the decision is Rejected or Granted with Sanction. The club can appeal within 7 days of the decision. The rejection details will be shown along with the remarks and the Club's "ADMIN" ID user will be able to appeal by clicking the Appeal Rejection button. Club's "ADMIN" ID user must enter the appeal remarks before continuing.

FIB Decision
Granted with sanction
Confirmed FIB 2 (John, Doe) - 28/11/2018 09:19
Remarks
This decision is granted with sanction

Appeal can only be made by the following date:
28/11/2018 and 27/11/2018.

Appealed
by MA Admin - 28/11/2018 09:29
Appeal Petition

Appeal Decision
Rejected
by AB - 28/11/2018 10:59
Remarks
this is rejected

Once the decision of the Appeal Body has been decided, the decision will be displayed.